

THE UNIVERSITY BULLETINS

FOURTEENTH SERIES: No. 4—PART 6

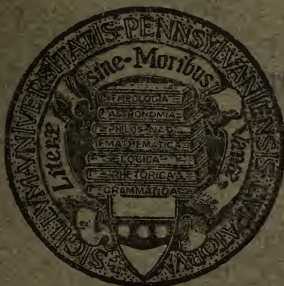
UNIVERSITY OF ILLINOIS  
17 SEP 1914

# UNIVERSITY OF PENNSYLVANIA

## Bulletin of the Wharton School of Finance and Commerce

1913-1914

With Announcements for 1914-1915



Founded 1740

PHILADELPHIA

PUBLISHED BY THE UNIVERSITY

MAY, 1914

BI-MONTHLY



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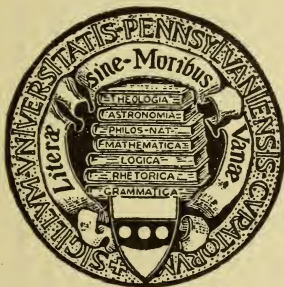
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Bulletin of the  
Wharton School of Finance  
and Commerce

OF THE

UNIVERSITY OF PENNSYLVANIA



Founded 1740

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1913-1914

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PHILADELPHIA  
PRINTED FOR THE UNIVERSITY  
MAY, 1914

# 1914

## JANUARY

| S  | M  | T  | W  | T  | F  | S  |
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## FEBRUARY

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## APRIL

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## JUNE

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## JULY

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## AUGUST

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## SEPTEMBER

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## OCTOBER

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## NOVEMBER

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## DECEMBER

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# 1915

## JANUARY

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## FEBRUARY

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## MARCH

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## APRIL

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## MAY

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## JUNE

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1913-14

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## CALENDAR FOR 1914-15.

**1914.**

June 18, Thursday .....Registration of Candidates for Admission: 9 A. M.

June 18, Thursday .....Entrance Examinations: 9 A. M.

SUMMER RECESS.

Sept. 14, Monday .....Registration of Candidates for Admission by Examination: 9 to 11 A. M.

Sept. 14, Monday .....Entrance Examinations: 9 A. M.

Sept. 15, Tuesday .....Re-examination of Conditioned Students  
(First and Second Term Courses):  
9 A. M.

Sept. 22, 23 and 24 .....Registration and Advising of Students.

Sept. 25, Friday .....Session begins.

Nov. 25, Wednesday .....Thanksgiving Recess begins: 6 P. M.

Nov. 30, Monday .....Thanksgiving Recess ends: 9 A. M.

Dec. 23, Wednesday .....Christmas Recess begins: 6 P. M.

**1915.**

Jan. 4, Monday .....Christmas Recess ends: 9 A. M.

Jan. 4, Monday .....Re-examination of Conditioned Students  
(Second Term Courses): 2 P. M.

Jan. 18, Monday .....Entrance Examinations: 4.30 P. M.

Jan. 25, Monday .....Mid-Year Examinations: 9 A. M.

Feb. 8, Monday .....Second Term begins.

Feb. 22, Monday .....University Day. Recess.

Mch. 31, Wednesday .....Easter Recess begins: 6 P. M.

April 8, Thursday .....Easter Recess ends: 9 A. M.

April 12, Monday .....Re-examination of Conditioned Students  
(First Term Courses): 2 P. M.

May 3, Monday .....Last Day for Receipt of Theses, Prize  
Essays and Reports.

May 31, Monday .....Final Examinations: 9 A. M.

June 13, Sunday .....Graduation Sermon.

June 16, Wednesday .....Commencement, 11 A. M.

June 17, Thursday .....Registration of Candidates for Admission by Examination: 9 A. M.

June 17, Thursday .....Entrance Examinations: 9 A. M.



## HISTORICAL.

Joseph Wharton, LL.D., Sc.D., was the first to see the need of a new type of College training that should meet the needs of young men preparing for business, the study of the Law or the Public Service. In 1881 he established at the University of Pennsylvania the school which bears his name, and stipulated that it should offer facilities for:

(1) *An adequate education in the principles underlying successful civil government.*

(2) *A training suitable for those who intend to engage in business or undertake the management of property.*

The course has developed in accordance with these ideals. Beginning with a group of subjects treating the more general aspects of economic and political questions, the work has gradually become differentiated into various specialized branches, until at present course groupings are provided as follows:

THE GENERAL COURSE,  
ACCOUNTING,  
BROKERAGE,  
CONSULAR AND DIPLOMATIC SERVICE,  
FINANCE, BANKING AND BOND BUSINESS,  
GEOGRAPHY,  
INSURANCE,  
JOURNALISM,  
THE LAW,  
MANUFACTURES,  
PRIVATE SECRETARYSHIP,  
REAL ESTATE,  
CIVIC WORK,  
TRANSPORTATION AND COMMERCE,  
AGRICULTURAL ECONOMICS.

For each of these careers a grouping of studies is offered; in the Freshman year all students take substantially the same work, in the Sophomore year each student is referred to a faculty member who has charge of the group of studies in preparation for the career which the student has chosen. This faculty adviser guides the student in his selection of elective courses, requiring him to take those which best fit him for his future field. Students who have not chosen any career are required to consult the Dean, who assigns them to a faculty adviser.

## OTHER COURSES.

A young man's advancement often depends upon his ability to foresee conditions which are about to arise, and to train himself for

them. In this way many new openings and careers are constantly arising for trained men. Among these are Secretaries and Managers for Boards of Trade, Business Associations, and Civic Clubs or Societies, Experts in Government Service, notably in the Departments of Commerce and of Labor and in the Diplomatic and Consular Services; Bureaus of Municipal Research, Commercial Teaching, South American Trade, etc. In order to keep abreast of these new requirements, students in the Wharton School are allowed, with faculty approval, to combine two or more of the specialized groups described later and thereby lay a foundation particularly adapted to the new callings above mentioned.

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### OFFICERS.

EDGAR F. SMITH, PH.D., Sc.D., L.H.D., LL.D., PROVOST.  
 JOSIAH H. PENNIMAN, PH. D., LL.D., VICE-PROVOST.  
 ROSWELL C. McCREA, PH.D., DEAN, and Professor of Economics.

---

SIMON N. PATTEN, A.M., PH.D., LL.D., Professor of Political Economy.  
 EMORY R. JOHNSON, M.L., PH.D., Sc.D., Professor of Transportation and Commerce.  
 LEO S. ROWE, LL.B., PH.D., LL.D., Professor of Political Science.  
 JAMES T. YOUNG, PH.D., Professor of Public Administration.  
 EDWARD S. MEAD, PH.D., Professor of Finance.  
 CARL KELSEY, PH.D., Professor of Sociology.  
 J. RUSSELL SMITH, PH.D., Professor of Industry.  
 SOLOMON S. HUEBNER, M.S., PH.D., Professor of Insurance and Commerce.  
 WARD W. PIERSON, PH.D., Assistant Professor of Business Law.  
 THOMAS CONWAY, JR., PH.D., Assistant Professor of Finance.  
 JAMES P. LICHTENBERGER, A.M., PH.D., Assistant Professor of Sociology.  
 EDWARD P. MOXEY, JR., A.M., PH.D., Assistant Professor of Accounting.  
 JOHN J. SULLIVAN, A.M., LL.B., LL.D., Assistant Professor of Corporation Law.  
 GROVER G. HUEBNER, A.M., PH.D., Assistant Professor of Transportation and Commerce.  
 JAMES C. BALLAGH, PH.D., LL.D., Assistant Professor of Political Science.  
 H. EDGAR BARNES, LL.B., Lecturer in Political Science.

BYRON A. MILNER, B.S. in Econ., LL.B., Instructor in Political Science.

SCOTT NEARING, PH.D., Instructor in Economics.

ROBERT J. STERRETT, A.B., LL.B., Lecturer in Business Law.

HERBERT W. HESS, A.B., Instructor in Advertising and Salesmanship.

GEORGE B. ROORBACH, A.B., Instructor in Geography.

\*ALFRED G. WHITE, A.M., Instructor in Industry.

GEORGE A. MACFARLAND, B.S. in Econ., Instructor in Accounting.

BRUCE D. MUDGETT, A.B., PH.D., Instructor in Insurance and Brokerage.

CLARENCE N. CALLENDER, B.S. in Econ., Lecturer in Business Law.

WILLIAM H. DALLAS, B.S. in Econ., Assistant in Real Estate and Finance.

JACOB TANGER, A.M., Instructor in Political Science.

ERNEST M. PATTERSON, A.M., PH.D., Instructor in Finance.

ARTHUR T. CAMERON, B.S. in Econ., A.M., Assistant in Accounting.

ROBERT RIEGEL, B.S. in Econ., A.M., Assistant in Markets, Prices and Insurance.

CLYDE L. KING, A.M., PH.D., Instructor in Political Science.

ROBERT M. KEIR, B.S. in Econ., A.M., Assistant in Industry.

THOMAS A. BUDD, B.S. in Econ., Assistant Instructor in Accounting.

LAMBERT OTT, JR., B.S. in Econ., LL.B., Lecturer in Business Law.

WENDELL P. RAINE, B.S. in Econ., A.M., Instructor in Business Law.

JOSEPH H. WILLITS, A.B., A.M., Assistant in Industry.

SHIPPEN LEWIS, B.A., LL.B., Lecturer in Business Law.

THURMAN W. VAN METRE, A.M., PH.D., Instructor in Commerce.

SAMUEL W. TATOR, B.S. in Econ., Assistant in Accounting.

DOUGLASS M. JOHNSON, B.S., Assistant in Advertising.

CHARLES H. MAXSON, A.M., Instructor in Political Science.

ELIOT JONES, A.M., PH.D., Instructor in Economics.

IRVING D. ROSSHEIM, B.S. in Econ., LL.B., Assistant in Accounting.

FREDERIC W. BREIMEIER, A.B., Assistant in Economics.

---

\*Absent on leave 1913-1914.

HOWARD L. BALDENSBERGER, B.S. in Econ., A.M., Assistant in Economics.

EARLE H. RAUDNITZ, B.S. in Econ., Assistant in Finance.

RICHARD S. STOYLE, PH.B., LL.B., Assistant in Real Estate.

THOMAS R. TAYLOR, A.M., Assistant in Geography and Industry.

RALPH H. BLANCHARD, A.M., Assistant in Insurance.

DAVID S. HANCHETT, A.B., Assistant in Transportation and Commerce, and Assistant to the Dean.

WILLIAM A. SCHNADER, A.B., LL.B., Instructor in Political Science.

HAROLD S. SHERTZ, LL.B., Lecturer in Business Law.

FRANK P. BYE, B.S. in Econ., Lecturer in Industry.

WILLIAM L. ABBOTT, LL.B., A.M., Reader in Economics.

GORDON B. ANDERSON, B.S. in Econ., Assistant in Finance.

MICHAEL A. VIRACOLA, B.S. in Econ., Assistant in Finance.

JAMES L. CANNON, B.S. in Econ., LL.B., Reader in Political Science.

WILLIAM C. GRIFFITH, Reader in Business Law.

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Instruction in English, Ancient and Modern Languages, History and Chemistry is given by Professors and Instructors primarily in the College.

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## ADMISSION TO THE WHARTON SCHOOL.

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### SCHEDULE OF ENTRANCE EXAMINATIONS

IN PHILADELPHIA, JUNE AND SEPTEMBER, 1914.

Unless otherwise stated all Entrance Examinations will be given in College Hall, Woodland Avenue, between Thirty-fourth and Thirty-sixth Streets.

Thursday, June 18, and Monday, September 14:

9-11 Registration of candidates. .

9-11 Spanish A.

9-11 Physical Geography.

10.15-1.15 English A and B.

2-5 History A, B, C and D.

2-5 Civil Government.

Every candidate should be present at 2 o'clock whether he intends to take one or more of these subjects.

Friday, June 19, and Tuesday, September 15:

- 9-II German A.
- 11.15-1.15 Physics A and B. (Laboratory of Physics, Thirty-fourth below Walnut.)
- 2-4 Mathematics A (1).
- 2-4 Mathematics A (2).
- 2-5 Mathematics A (1) and (2).

Saturday, June 20, and Wednesday, September 16:

- 9-II French A.
  - 11.15-1.15 Mathematics C.
  - 2-5 Latin A, D, L.
- Every candidate should be present at 2 o'clock whether he intends to take one or more of these subjects.

Monday, June 22, and Thursday, September 17:

- 9-II German C.
- 9-II Latin B and C.
- 11.15-12.45 Mathematics E.
- 11.15-1.15 Mathematics F.
- 11.15-1.15 Economics. (Logan Hall, Thirty-sixth and Woodland Avenue.)
- 2-5 Astronomy.
- 2-5 Chemistry. (Laboratory of Chemistry, Thirty-fourth and Spruce.)
- 2-5 Geology.

Tuesday, June 23, and Friday, September 18:

- 9-II Italian B.
- 9-II Greek B and C.
- 9-II Mathematics B.
- 11.15-1.15 Greek F and G.
- 11.15-1.15 French B.
- 2-5 Business Law. (Logan Hall, Thirty-sixth and Woodland Avenue.)
- 2-5 French C.
- 2-5 Italian A.

Wednesday, June 24, and Saturday, September 19:

- 9-II Commercial Geography. (Logan Hall, Thirty-sixth and Woodland Avenue.)
- 9-II Mathematics D.
- 11.15-1.15 Spanish B.
- 11.15-1.15 German B.
- 2-5 Botany. (Biological Building, Hamilton Walk.)
- 2-5 Biology. (Biological Building, Hamilton Walk.)
- 2-5 Zoölogy. (Laboratory of Zoölogy, Hamilton Walk.)
- 2-5 Physiology. (Laboratory of Zoölogy, Hamilton Walk.)
- 2-5 Drawing. (Engineering Building, Thirty-third and Locust.)
- 2-5 Manual Training. (Engineering Building, Thirty-third and Locust.)



## REQUIREMENTS FOR ADMISSION.

Candidates for admission to the Freshman Class in the Wharton School may satisfy the scholastic requirements for admission either (1) by passing the entrance examinations, or (2) by showing by *records of their previous work* that they have covered these requirements in a manner satisfactory to one of the Committees on Admission.

I. ADMISSION BY EXAMINATION.—Candidates may attend either the examinations conducted by the University in Philadelphia or the examinations of the College Entrance Examination Board. The University conducts entrance examinations in Philadelphia in January, June and September. For schedule of June and September entrance examinations, see pages 8 and 9.

The examinations in January, being intended primarily for candidates for admission to the College Courses for Teachers, are set for afternoon and evening hours. They may, however, be taken by candidates who desire to enter the other courses.

The University of Pennsylvania has discontinued its examinations at places outside of Philadelphia. Candidates for admission to the Wharton School wishing to be examined away from Philadelphia are requested to take the examinations of the College Entrance Examination Board.

COLLEGE ENTRANCE EXAMINATION BOARD.—The entrance examinations of the College Entrance Examination Board will be held June 15-20, 1914. Applications for examinations must be addressed to the College Entrance Examination Board, Post Office Sub-Station 84, New York, N. Y., and must be made upon a form obtained from the Secretary of the Board.

The examinations of the College Entrance Examination Board for Philadelphia will be held in the Harrison Laboratory of Chemistry, University of Pennsylvania, Thirty-fourth and Spruce Streets, Philadelphia.

The College Entrance Diploma or the Academic Diploma issued by the New York State Education Department will be accepted for admission to the Wharton School for such subjects as it covers.

PRELIMINARY EXAMINATIONS.—Candidates may present themselves at any of the regular examinations held not more than two years and four months in advance of their admission for examination in any portion of the subjects required for admission to the course they propose to enter. *Every candidate for such preliminary examinations must present to the Chairman of the Committee on Admission of Regular Students a certificate of preparation from the Principal of his school, or from his tutor, naming the subjects in which*



*he is prepared, before he can be admitted to the examinations. When a candidate, however, has been in regular attendance at a school or academy during the year preceding his application for admission to preliminary examination, a certificate from a private tutor will not in itself be sufficient.*

Blanks for this purpose may be obtained upon application to the admission committees.

II. ADMISSION UPON SCHOOL RECORD.—Graduates of accredited schools *may* receive credit without examination for the entrance requirements in whole\* or in part. A statement of the candidate's school record, on a blank provided for the purpose and certified by the Principal of the school, is required to be sent to the Chairman of the Committee on Admission of Regular Students.

The fact that candidates from a given school may have previously been admitted on their records does not establish any right to which a candidate may appeal for the acceptance of his own record. The case of each individual is decided absolutely on its own merits.

All applications for admission upon school record should be in the hands of the Chairman of the Committee as early as possible in June; should this, for good reasons, be impossible, then not later than September 1st. *Principals of schools will appreciate the importance of sending in the applications of candidates at as early a date as possible, when they understand that until their credentials are acted upon, and the decision announced, candidates will not know in what subjects they will be required to take examinations.*

The candidate must not fail to appear at the September examinations if he has not been informed of the decision in his case before the date when the examinations begin. For this date see page 8.

*Schools with the result of whose work in preparing students for college the University is not familiar, must notify the Chairman of the Committee on Admission of Regular Students before May 1st in any year if they wish to have students apply for admission in that year on their school record.*

## REQUIREMENTS FOR ADMISSION.

**NOTE.**—A unit represents a year's study in any subject in a secondary school, constituting approximately a quarter of a full year's work.

(This statement is designed to afford a standard of measurement for the work done in secondary schools. It takes the four-year high school course as a basis and assumes that the length of the school year is from thirty-six to forty weeks, that a period is from forty to sixty minutes in length, and that the study is pursued for four or

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\*Except in English A.

five periods a week; but, under ordinary circumstances, a satisfactory year's work in any subject cannot be accomplished in less than one hundred and twenty sixty-minute hours, or their equivalent. Schools organized on a different basis can nevertheless estimate their work in terms of this unit.)

|                        | Units |
|------------------------|-------|
| English .....          | 3     |
| History .....          | 1     |
| Math. A .....          | 1½    |
| "    C .....           | 1     |
| Foreign Language ..... | 2     |
| Electives .....        | 6     |
| Total .....            | 14½   |

#### SUBJECTS THAT MAY BE OFFERED FOR ADMISSION TO THE WHARTON SCHOOL.

|                                           | Units |
|-------------------------------------------|-------|
| English A—Grammar and Composition .....   | 1½    |
| "    B—General and Specific Reading ..... | 1½    |

All students entering the Wharton School will be required to pass an Examination in English A. The examination of the College Entrance Examination Board will of course satisfy this requirement. No school record will be accepted in lieu of the examination.

Students entering upon school record who pass an examination in English A and who present four years' work in English of five periods a week, of a minimum length of forty minutes each, may receive credit in English to a maximum of four units.

|                                                           | Units   |
|-----------------------------------------------------------|---------|
| History A—Ancient .....                                   | ½ or 1* |
| "    B—Medieval and Modern .....                          | ½ or 1* |
| "    C—English .....                                      | ½ or 1* |
| "    D†—American History and Civil Government ....        | ½ or 1* |
| Civil Government† .....                                   | ½ or 1* |
| Economics .....                                           | ½ or 1* |
| Math. A1—Algebra, to Quadratics .....                     | 1       |
| "    A2—Algebra, Quadratics and Beyond .....              | ½       |
| "    B—Higher Algebra .....                               | ½       |
| "    C—Plane Geometry .....                               | 1       |
| "    D—Solid Geometry .....                               | ½       |
| "    F—Plane Trigonometry .....                           | ½       |
| Latin A—Grammar and Elementary Prose Composition ..       | 2       |
| "    B—Caesar and Elementary Sight Translation of Prose } |         |
| "    C—Cicero and Advanced Sight Translation of Prose }   | 1       |
| "    L—Advanced Prose Composition .....                   |         |
| "    D—Vergil and Sight Translation of Poetry .....       | 1       |
| Greek B—Xenophon, Anabasis, Bks. I-IV .....               | 2       |
| "    F—Prose Composition .....                            |         |
| "    G—Sight Translation of Prose .....                   | 1       |
| "    C—Homer, Iliad, Bks. I-III .....                     |         |

\*One half unit may be granted upon school record only. The entrance examination in this subject will cover the preparation necessary for one full unit.

†History D and Civil Government may, at most, count 1½ units.

|                                                        | Units   |
|--------------------------------------------------------|---------|
| German A—Elementary German .....                       | 2       |
| “ B—Intermediate German .....                          | 1       |
| “ C—Advanced German .....                              | 1       |
| French A—Elementary French .....                       | 2       |
| “ B—Intermediate French .....                          | 1       |
| “ C—Advanced French .....                              | 1       |
| Spanish A—Elementary Spanish .....                     | 2       |
| “ B—Intermediate Spanish .....                         | 1       |
| Italian A—Elementary Italian .....                     | 2       |
| “ B—Intermediate Italian .....                         | 1       |
| Physics A—Elementary Physics without Laboratory Work.. | 1½      |
| “ B—Elementary Physics with Laboratory Work ....       | 1       |
| Chemistry .....                                        | 1       |
| Botany .....                                           | ½ or 1† |
| Zoölogy .....                                          | ½ or 1† |
| Biology .....                                          | 1       |
| Physiology .....                                       | ½ or 1† |
| Physical Geography or Physiography .....               | ½ or 1† |
| Geology .....                                          | ½ or 1† |
| Astronomy .....                                        | ½ or 1† |
| Business Law .....                                     | ½ or 1† |
| Commercial Geography .....                             | ½ or 1† |
| Drawing .....                                          | ½ or 1† |
| Manual Training .....                                  | ½ or 1† |

## DESCRIPTION OF THE SUBJECTS REQUIRED FOR ADMISSION.

### ENGLISH.

|                                         | Units |
|-----------------------------------------|-------|
| English A—Grammar and Composition ..... | 1½    |
| “ B—General and Specific Reading .....  | 1½    |

All students entering the Wharton School will be required to pass an examination in English A.

The entrance examination in English is framed upon the basis of three units credit. Candidates entering upon school record who pass an examination in English A and who present four years' work in English of five periods a week, of a minimum length of forty minutes each, may receive four units credit.

### REQUIREMENTS FOR 1914-1919.

No candidate will be accepted in English whose work is notably defective in spelling, punctuation, idiom or division into paragraphs.

†One half unit may be granted upon school record only. The entrance examination in this subject will cover the preparation necessary for one full unit. For full credit in any of the sciences a satisfactory laboratory note book, properly certified, must be submitted.

A. (1) *Grammar, and Analysis of Sentences*, as in any advanced course in English Grammar and Analysis. (1) counts as 50% of English A and where notably deficient may exclude the applicant from credit in that subject.

(2) The writing of a short theme on a subject to be selected from a list that will be submitted to the student at the time of examination. This theme will be rated according to its correctness in spelling, punctuation, grammar, paragraph-structure and expression.

B. (1) *General Reading*.—The candidate will be required to submit a list of the books read in preparation for the examination, certified by the Principal of the school in which he was prepared; but this list will not be made the basis of detailed questions.

With a view to large freedom of choice, the books provided for reading are arranged in the following groups, from each of which at least two selections are to be made, except as otherwise provided under Group I.

#### GROUP I. CLASSICS IN TRANSLATION.

The *Old Testament*, comprising at least the chief narrative episodes in Genesis, Exodus, Joshua, Judges, Samuel, Kings, and Daniel, together with the books of Ruth and Esther; the *Odyssey*, with the omission, if desired, of Books I, II, III, IV, V, XV, XVI, XVII; the *Iliad*, with the omission, if desired, of Books XI, XIII, XIV, XV, XVII, XXI; the *Aeneid*.

The *Odyssey*, *Iliad* and *Aeneid* should be read in English translations of recognized literary excellence.

For any selection from this group a selection from any other group may be substituted.

#### GROUP II. SHAKESPEARE.

*Midsummer-Night's Dream*, *Richard II*, *Merchant of Venice*, *Richard III*, *As You Like It*, *Henry V*, *Twelfth Night*, *Coriolanus*, *The Tempest*, \**Julius Caesar*, *Romeo and Juliet*, \**Macbeth*, *King John*, \**Hamlet*.

#### GROUP III. PROSE FICTION.

Malory, *Morte d'Arthur* (about 100 pages); Bunyan, *Pilgrim's Progress, Part I*; Swift, *Gulliver's Travels* (voyages to Lilliput and to Brobdingnag); Defoe, *Robinson Crusoe, Part I*; Goldsmith, *Vicar of Wakefield*; Frances Burney, *Evelina*; Scott's Novels, any one; Jane Austen's Novels, any one; Maria Edgeworth, *Castle Rackrent*, or *The Absentee*; Dicken's Novels, any one; Thackeray's Novels, any one; George Eliot's Novels, any one; Mrs. Gaskell, *Cranford*; Kingsley, *Westward Ho!* or *Hereward, the Wake*; Reade, *The*

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\*If not chosen for study under B.



*Cloister and the Hearth*; Blackmore, *Lorna Doone*; Hughes, *Tom Brown's Schooldays*; Stevenson's *Treasure Island*, or *Kidnapped*, or *Master of Ballantrae*; Cooper's Novels, any one; Poe, *Selected Tales*; Hawthorne, *The House of the Seven Gables*, or *Twice Told Tales*, or *Mosses from an Old Manse*; a collection of *Short Stories* by various standard writers.

#### GROUP IV. ESSAYS, BIOGRAPHY, ETC.

Addison and Steele, *The Sir Roger de Coverley Papers*, or Selections from the *Tatler* and *Spectator* (about 200 pages); Boswell, Selections from the *Life of Johnson* (about 200 pages); Franklin, *Autobiography*; Irving, Selection from the *Sketch Book* (about 200 pages), or *Life of Goldsmith*; Southey, *Life of Nelson*; Lamb, Selections from the *Essays of Elia* (about 100 pages); Lockhart, Selections from the *Life of Scott* (about 200 pages); Thackeray, Lectures on *Swift*, *Addison*, and *Steele* in the *English Humorists*; Macaulay, any one of the following essays: *Lord Clive*, *Warren Hastings*, *Milton*, *Addison*, *Goldsmith*, *Frederic the Great*, *Madame d'Arblay*; Trevelyan, Selections from the *Life of Macaulay* (about 200 pages); Ruskin, *Sesame and Lilies*, or *Selections* (about 150 pages); Dana, *Two Years before the Mast*; Lincoln, *Selections*, including at least the two Inaugurals, the Speeches in Independence Hall and at Gettysburg, the Last Public Address, the Letter to Horace Greeley; together with a brief memoir or estimate of Lincoln; Parkman, *The Oregon Trail*; Thoreau, *Walden*; Lowell, *Selected Essays* (about 150 pages); Holmes, *The Autocrat of the Breakfast Table*; Stevenson, *An Inland Voyage* and *Travels with a Donkey*; Huxley, *Autobiography* and selections from *Lay Sermons*, including the addresses on *Improving Natural Knowledge*, *A Liberal Education*, and *A Piece of Chalk*; a collection of *Essays* by Bacon, Lamb, DeQuincey, Hazlitt, Emerson, and later writers; a collection of *Letters* by various standard writers.

#### GROUP V. POETRY.

Palgrave's *Golden Treasury (First Series)*: *Books II and III*, with special attention to Dryden, Collins, Gray, Cowper, and Burns; Palgrave's *Golden Treasury (First Series)*, *Book IV*, with special attention to Wordsworth, Keats, and Shelley (if not chosen for study under B); Goldsmith, *The Traveller* and *The Deserted Village*; Pope, *The Rape of the Lock*; a collection of English and Scottish *Ballads*, as, for example, some *Robin Hood* ballads; *The Battle of Otterburn*, *King Estmere*, *Young Beichan*, *Bewick and Grahame*, *Sir Patrick Spens*, and a selection from later ballads; Coleridge, *The Ancient Mariner*, *Christabel*, and *Kubla Khan*; Byrön, *Childe*

*Harold, Canto III or IV, and The Prisoner of Chillon; Scott, The Lady of the Lake, or Marmion; Macaulay, The Lays of Ancient Rome, The Battle of Naseby, The Armada, Ivory; Tennyson, The Princess, or Gareth and Lynette, Lancelot and Elaine, and The Passing of Arthur; Browning, Cavalier Tunes, The Lost Leader, How They Brought the Good News from Ghent to Aix, Home Thoughts from Abroad, Home Thoughts from the Sea, Incident of The French Camp, Hervé Riel, Pheidippides, My Last Duchess, Up at a Villa—Down in the City, The Italian in England, The Patriot, The Pied Piper, "De Gustibus"—, Instans Tyrannus; Arnold, Sohrab and Rustum, and The Forsaken Merman; selections from American Poetry, with special attention to Poe, Lowell, Longfellow, and Whittier.*

**B. (2) Specific Reading and Study.**—This part of the requirement is intended as a natural and logical continuation of the student's earlier reading, with greater stress laid upon form and style, the exact meaning of words and phrases, and the understanding of allusions. The books provided for study are arranged in four groups, from each of which one selection is to be made.

#### GROUP I. DRAMA.

Shakespeare, *Julius Caesar, Macbeth, Hamlet.*

#### GROUP II. POETRY.

Milton, *L'Allegro, Il Penseroso*, and either *Comus* or *Lycidas*; Tennyson, *The Coming of Arthur, The Holy Grail, and The Passing of Arthur*; the selections from Wordsworth, Keats, and Shelley in *Book IV* of Palgrave's *Golden Treasury (First Series)*.

#### GROUP III. ORATORY.

Burke, *Speech on Conciliation with America*; Macaulay's *Two Speeches on Copyright* and Lincoln's *Speech at Cooper Union*; Washington's *Farewell Address* and Webster's *First Bunker Hill Oration*.

#### GROUP IV. ESSAYS.

Carlyle, *Essay on Burns*, with a selection from Burns's *Poems*; Macaulay, *Life of Johnson*; Emerson, *Essay on Manners*.

Candidates who pass the examinations of the College Entrance Examination Board in English **A** and **B** will be given credit for English **A** and **B**.

#### HISTORY.

|         |                                                       | Units  |
|---------|-------------------------------------------------------|--------|
| History | <b>A</b> —Ancient .....                               | ½ or 1 |
| "       | <b>B</b> —Medieval and Modern .....                   | ½ or 1 |
| "       | <b>C</b> —English .....                               | ½ or 1 |
| "       | <b>D</b> —American History and Civil Government ..... | ½ or 1 |



Outline maps will be furnished for the questions in historical geography which will form a part of each paper.

**A.** Ancient history, with special reference to Greek and Roman history, and including also a short introductory study of the more ancient nations and the chief events of the early Middle Ages, down to the death of Charlemagne (814).

**B.** Medieval and modern European history, from the death of Charlemagne to the present time.

**C.** English history, with due reference to social and political development.

**D.** American history and civil government.

Details of the requirements in history will be found in the report of the Committee of Seven of the American Historical Association, published in "The Study of History in Schools" (Macmillan, 1899), and the report of the Committee of Five of the American Historical Society, "The Study of History in Secondary Schools" (Macmillan, 1911).

Candidates who pass the examination of the College Entrance Examination Board in History **A, B, C** or **D** will be given credit for the corresponding subject.

### CIVIL GOVERNMENT.

|                        | Units               |
|------------------------|---------------------|
| CIVIL GOVERNMENT ..... | $\frac{1}{2}$ or 1* |

This covers the elements of the Federal Constitution.

### ECONOMICS.

|                 | Units              |
|-----------------|--------------------|
| ECONOMICS. .... | $\frac{1}{2}$ or 1 |

This study should afford an introductory knowledge of modern economic theories and practical problems. Value and price, production, distribution, exchange, problems of trade, currency, labor, industrial organization, and other practical questions should be included in the field of study.

### MATHEMATICS.

|                                                               | Units         |
|---------------------------------------------------------------|---------------|
| Math. <b>A</b> <sub>1</sub> —Algebra, to Quadratics .....     | 1             |
| " <b>A</b> <sub>2</sub> —Algebra, Quadratics and Beyond ..... | $\frac{1}{2}$ |
| " <b>B</b> —Higher Algebra .....                              | $\frac{1}{2}$ |
| " <b>C</b> —Plane Geometry .....                              | 1             |
| " <b>D</b> —Solid Geometry .....                              | $\frac{1}{2}$ |
| " <b>F</b> —Plane Trigonometry .....                          | $\frac{1}{2}$ |

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\*History D and Civil Government may, at most, count  $1\frac{1}{2}$  units.

**A. ELEMENTARY ALGEBRA.**

(1) *Algebra to Quadratics*.—The four fundamental operations for rational algebraic expressions. Factoring, determination of highest common factor and lowest common multiple by factoring. Fractions, including complex fractions, ratio and proportion. Linear equations, both numerical and literal, containing one or more unknown quantities. Problems depending on linear equations. Radicals, including the extraction of the square root of polynomials and of numbers. Exponents, including the fractional and negative.

(2) *Quadratics and Beyond*.—Quadratic equations, both numerical and literal. Simple cases of equations with one or more unknown quantities, that can be solved by the methods of linear or quadratic equations. Problems depending on quadratic equations. The binomial theorem for positive integral exponents. The formulas for the  $n$ th term and the sum of the terms of arithmetical and geometric progressions, with applications.

**B. ADVANCED ALGEBRA**.—Permutations and combinations, limited to simple cases. Complex numbers, with graphical representation of sums and differences. Determinants, chiefly of the second, third and fourth orders, including the use of minors and the solution of linear equations. Numerical equations of higher degree, and as much of the theory of equations, with graphical methods, as is necessary for their treatment, including Descartes's rule of signs and Horner's method, but not Sturm's functions or multiple roots.

**C. PLANE GEOMETRY**.—The usual theorems and constructions of good text-books, including the general properties of plane rectilinear figures; the circle, and the measurement of angles; similar polygons; areas; regular polygons, and the measurement of the circle. The solution of numerous original exercises, including loci problems. Applications to the mensuration of lines and plane surfaces.

**D. SOLID GEOMETRY**.—The usual theorems and constructions of good text-books, including the relations of planes and lines in space; the properties and measurement of prisms, pyramids, cylinders and cones; the sphere and the spherical triangle. The solution of numerous original exercises, including loci problems. Applications to the mensuration of surfaces and solids.

**F. PLANE TRIGONOMETRY**.—Definitions and relations of the six trigonometric functions as ratios; circular measurement of angles. Proofs of principal formulas; in particular for the sine, cosine, and tangent of the sum and the difference of two angles, of the double angle and the half angle, the product expressions for the sum and the difference of two sines or of two cosines, etc.; the transformation

of trigonometric expressions by means of these formulas. Solution of trigonometric equations of a simple character. Theory and use of logarithms (without the introduction of work involving infinite series). The solution of right and oblique triangles, and practical applications.

Candidates who pass the examination of the College Entrance Examination Board in Mathematics **A1, A2, B, C, D** or **F** will be given corresponding credit.

### LATIN.

|                                                                    | Units |
|--------------------------------------------------------------------|-------|
| Latin <b>A</b> —Grammar and Elementary Prose Composition . . . . . | } 2   |
| “ <b>B</b> —Cæsar and Elementary Sight Translation of Prose..      |       |
| “ <b>C</b> —Cicero and Advanced Sight Translation of Prose....     | } 1   |
| “ <b>L</b> —Advanced Prose Composition . . . . .                   |       |
| “ <b>D</b> —Vergil and Sight Translation of Poetry . . . . .       | 1     |

NOTE.—Questions will be asked under **B, C,** and **D,** on the inflection, derivation, and composition of words, on syntax, and on geography, history, and mythology.

In each paper candidates must deal satisfactorily with all parts of the examination, or no credit will be given for the paper.

**A. GRAMMAR AND ELEMENTARY PROSE COMPOSITION:** The inflections; the simpler rules for the composition and derivation of words; syntax of cases and the verb structure of sentences in general. Translation of Latin into simple sentences.

**B. EASY PROSE:** The amount to be read by the student shall be not less than Caesar, *Gallic War*, I-IV; the reading shall be done in Caesar, *Gallic War* and *Civil War*, and Nepos, *Lives*. The examination will include passages at sight.

**C. ADVANCED PROSE:** The amount to be read by the student shall be not less than Cicero, *Orations against Catiline, for the Manilian Law, and for Archias*; the reading shall be done in Cicero, *Orations, Letters, and De Senectute*, and Sallust, *Catiline and Jugurthine War*. The examinations will be upon the following prescribed reading: Cicero, *Orations for the Manilian Law* and *for Archias*, and will include also passages at sight.

**D. POETRY:** The amount to be read by the student shall be not less than Vergil, *Aeneid*, I-VI; the reading shall be done in Vergil, *Bucolics, Georgics, and Aeneid*, and Ovid, *Metamorphoses, Fasti and Tristia*. The examination will be upon the following prescribed reading: Vergil, *Aeneid*, I, II and either IV or VI at the option of the candidate, with the scansion of the dactylic hexameter, and will include also passages at sight.

**L. PROSE COMPOSITION:** The translation into Latin of continuous English prose based upon passages of moderate difficulty in Caesar or Cicero.

Candidates who pass the examinations of the College Entrance Examination Board will be given corresponding credit, as follows:

C. E. E. B.

A = NR 1, 2

B = B, M or NR 3

C = C, P or NR 4

D = D, Q or NR 5

L = NR 6

#### SUGGESTIONS CONCERNING PREPARATION.

Exercises in translation at sight should begin in school with the first lesson in which Latin sentences of any length occur, and should continue throughout the course with sufficient frequency to insure correct methods of work on the part of the student. From the outset this particular attention should be given to developing the ability to take in the meaning of each word—and so, gradually, of the whole sentence—just as it stands; the sentence should be read and understood in the order of the original with full appreciation of the force of each word as it comes, so far as this can be known or inferred from that which has preceded and from the form and the position of the word itself. The habit of reading in this way should be encouraged and cultivated as the best preparation for all the translating that the student has to do. No translation, however, should be a mechanical metaphrase. Nor should it be a mere loose paraphrase. The full meaning of the passage to be translated, gathered in the way described above, should finally be expressed in clear and natural English.

A written examination cannot test the ear or tongue, but proper instruction in any language will necessarily include the training of both. The school work in Latin, therefore, should include much reading aloud, writing from dictation, and translation from the teacher's reading. Learning suitable passages by heart is also very useful, and should be practised.

The work in composition should give the student a better understanding of the Latin he is reading at the time, if it is prose, and greater facility in reading. It is desirable, however, that there should be systematic and regular work in composition during the time in which poetry is read as well; for this work the prose authors already studied should be used as models.

GREEK.

|                                                             | Units |
|-------------------------------------------------------------|-------|
| Greek <b>B</b> —Xenophon, <i>Anabasis</i> , Bks. I-IV ..... | } 2   |
| “ <b>F</b> —Prose Composition .....                         |       |
| “ <b>G</b> —Sight Translation of Prose .....                |       |
| “ <b>C</b> —Homer, <i>Iliad</i> , Bks. I-III .....          | 1     |

NOTE.—Questions on inflection, derivation, composition of words and on syntax will be asked under **B** and **C**.

**B. XENOPHON:** The first four books of the *Anabasis*.

**C. HOMER:** The first three books of the *Iliad* (omitting II, 484-end).

**F. PROSE COMPOSITION:** Continuous prose based upon Xenophon and other Attic prose of similar difficulty.

**G. SIGHT TRANSLATION OF PROSE** of no greater difficulty than Xenophon's *Anabasis*.

Candidates who pass the examination of the College Entrance Examination Board in Greek **B**, **C**, **F** or **G** will be given corresponding credit.

GERMAN.

|                                          | Units |
|------------------------------------------|-------|
| German <b>A</b> —Elementary German ..... | 2     |
| “ <b>B</b> —Intermediate German .....    | 1     |
| “ <b>C</b> —Advanced German .....        | 1     |

**A. ELEMENTARY GERMAN.**—The preparation for this examination should comprise: (1) Careful drill upon pronunciation; (2) the memorizing and frequent repetition of easy colloquial sentences; (3) drill upon the rudiments of grammar, that is, upon the inflection of the article, of such nouns as belong to the language of everyday life, of adjectives, pronouns, weak verbs, and the more usual strong verbs; also upon the use of the more common prepositions, the simpler uses of the modal auxiliaries, and the elementary rules of syntax and word-order; (4) abundant easy exercises designed not only to fix in mind the forms and principles of grammar, but also to cultivate readiness in the reproduction of natural forms of expression; (5) the reading of from 75 to 100 pages of graduated texts from a reader, with constant practice in translating into German easy variations upon sentences selected from the reading lesson (the teacher giving the English), and in the reproduction from memory of sentences previously read.

During the second year the work should comprise: (1) The reading of from 150 to 200 pages of literature in the form of easy stories and plays; (2) accompanying practice, as before, in the translation into German of easy variations upon the matter read and also in the off-hand reproduction, sometimes orally and sometimes in writ-



ing, of the substance of short and easy selected passages; (3) continued drill upon the rudiments of the grammar, directed to the ends of enabling the pupil, first, to use his knowledge with facility in the formation of sentences, and, secondly, to state his knowledge correctly in the technical language of grammar.

The following reading recommended in the report of the Committee of Twelve will furnish matter from which selections may be made by the teacher: Anderson's *Märchen* and *Bilderbuch ohne Bilder*; Arnold's *Fritz auf Ferein*; Baumbach's *Die Nonna* and *Der Schwiegersohn*; Gerstäcker's *Germelshausen*; Heyse's *L'Arrabbiata*, *Das Mädchen von Treppi*, and *Anfang und Ende*; Hillern's *Höher als die Kirche*; Jensen's *Die braune Erica*; Leander's *Träumereien*, and *Kleine Geschichten*; Seidel's *Märchen*; Stökl's *Unter dem Christbaum*; Storm's *Immensee* and *Geschichten aus der Tonne*; Zschokke's *Der zerbrochene Krug*; Hauff's *Das kalte Herz*. Among shorter plays the best available are perhaps Benedix's *Der Prozess*, *Der Weiberfeind*, and *Günstige Vorzeichen*; Elz's *Er ist nicht eifersüchtig*; Wichert's *An der Majorsecke*; Wilhelmi's *Einer muss heiraten*.

**B. INTERMEDIATE GERMAN.**—The preparation for this examination should comprise, in addition to the elementary course, the reading of about 400 pages of moderately difficult prose and poetry, with constant practice in giving, sometimes orally and sometimes in writing, paraphrases, abstracts, or reproduction from memory of selected portions of the matter read; also grammatical drill upon the less usual strong verbs, the use of articles, cases, auxiliaries of all kinds, tenses and modes (with special reference to the infinitive and subjunctive) and likewise upon word-order and word-formation.

The intermediate course is supposed to be the elementary course, plus one year's work at the rate of five recitations a week. Suitable reading matter for the third year can be selected from such works as the following: Freytag's *Die Journalisten*, Keller's *Fähnlein der sieben Aufrechten*, Storm's *Schimmelreiter* or C. F. Meyer's *Das Amulett*.

**C. ADVANCED GERMAN.**—The preparation for this examination should comprise, in addition to the elementary and intermediate courses, the following topics, which are the equivalent of one year's work, at the rate of five recitations a week:

1. Schiller's life and works, including the reading and study of one of the following dramas, *Die Braut von Messina* or *Wallenstein*.

2. The reading of about 150 pages of historical German prose, consisting of works like the following: Nichol's *Modern German Prose*, Schönfeld's *Historical German Prose*, Sybel's *Erhebung*

*Europas*, Freytag's *Doktor Luther* or Loening and Arndt's *Deutsche Wirtschaft*.

3. Advanced Composition and Conversation, based on books like Pope's *Writing and Speaking German*.

Candidates who pass the examination of the College Entrance Examination Board in German **A**, **B** or **C** will be given corresponding credit.

# FRENCH.

|                                          | Units |
|------------------------------------------|-------|
| French <b>A</b> —Elementary French ..... | 2     |
| “ <b>B</b> —Intermediate French .....    | 1     |
| “ <b>C</b> —Advanced French .....        | 1     |

**A. ELEMENTARY FRENCH.**—Preparation for this examination should comprise (1) careful drill in pronunciation; (2) the rudiments of grammar, including the inflection of the regular and the more common irregular verbs, the plural nouns, the inflection of adjectives, particles, and pronouns; the use of personal pronouns, common adverbs, prepositions, and conjunctions; the order of words in the sentence, and the elementary rules of syntax; (3) abundant easy exercises, designed not only to fix in the memory the forms and principles of grammar, but also to cultivate readiness in the reproduction of natural forms of expression; (4) the reading of from 100 to 175 duodecimo pages of graduated texts, with constant practice in translating into French easy variations of the sentences read (the teacher giving the English), and in reproducing from memory sentences previously read; (5) writing French from dictation.

During the second year the work should comprise (1) the reading of from 250 to 400 pages of easy modern prose in the form of stories, plays, or historical or biographical sketches; (2) constant practice, as in the previous year, in translating into French easy variations upon the texts read; (3) frequent abstracts, sometimes oral and sometimes written, of portions of the text already read; (4) writing French from dictation; (5) continued drill upon the rudiments of grammar, with constant application in the construction of sentences; (6) mastery of the forms and use of pronouns, of all but the rare irregular verb forms, and of the simpler uses of the conditional and subjunctive.

Suitable texts for the second year are: About's *Le roi des montagnes*, Bruno's *Le tour de la France*, Daudet's easier short tales, La Bédollière's *Mère Michel et son chat*, Erckmann-Chatrian's stories, Foa's *Contes biographiques* and *Le petit Robinson de Paris*; Foncin's *Le pays de France*, Labiche and Martin's *La poudre aux yeux* and *Le voyage de M. Perrichon*, Legouv   and Labiche's *La cigale*

*chez les fourmis*, Malot's *Sans famille*, Mariet's *La tâche du petit Pierre*, Mérimée's *Colomba*, extracts from Michelet, Sarcy's *Le siège de Paris*, Verne's stories.

**B. INTERMEDIATE FRENCH.**—Preparation for this examination should comprise the reading of from 400 to 600 pages of French of ordinary difficulty, a portion to be in the dramatic form; constant practice in giving French paraphrases, abstracts or reproductions from memory of selected portions of the matter read; a thorough review of grammar; writing from dictation.

Suitable texts are: About's stories, Augier and Sandeau's *Le gendre de M. Poirier*, Béranger's poems, Corneille's *Le Cid* and *Horace*, Coppée's poems, Daudet's *La Belle-Nivernaise*, *La Brète's Mon oncle et mon curé*, Madame de Sévigné's letters, Hugo's *Hernani* and *La chute*, Loti's *Pêcheur d'Islande*, Mignet's historical writings, Molière's *L'avare* and *Le bourgeois gentilhomme*, Racine's *Athalie*, *Andromaque* and *Esther*, George Sand's stories, Sandeau's *Mademoiselle de la Seiglière*, Scribe's plays, Thierry's *Récits des temps mérovingiens*, Thiers' *L'expédition de Bonaparte en Egypte*, Vigny's *La canne de jonc*, Voltaire's historical writings.

**C. ADVANCED FRENCH.**—Preparation for this examination should include the reading of from 600 to 1000 pages of French of average difficulty, in addition to the requirements for French **A** and **B**, selected from the chief prose writers and poets of the seventeenth, eighteenth and nineteenth centuries. There should also be constant practice in translating connected passages from English into French, dictation and conversation.

Candidates who pass the examination of the College Entrance Examination Board in French **A**, **B** or **C** will be given corresponding credit.

### SPANISH.

|                                            | Units |
|--------------------------------------------|-------|
| Spanish <b>A</b> —Elementary Spanish ..... | 2     |
| “ <b>B</b> —Intermediate Spanish .....     | 1     |

**A.** The preparation for this examination should comprise: (1) Careful drill in pronunciation; (2) the rudiments of grammar, including the conjugation of the regular and the more common irregular verbs, the inflection of nouns, adjectives and pronouns, and the elementary rules of syntax; (3) exercises containing illustrations of the principles of grammar; (4) the reading and accurate rendering into good English of from 100 to 175 duodecimo pages of graduated texts, with translation into Spanish of easy variations of the sentences read; (5) writing Spanish from dictation.

During the second year the work should comprise: (1) the reading of from 250 to 400 pages of modern prose from different authors;

(2) practice in translating Spanish into English, and English variations of the text into Spanish; (3) continued study of the elements of grammar and syntax; (4) mastery of all but the rare irregular verb forms and of the simpler uses of the modes and tenses; (5) writing Spanish from dictation; (6) memorizing of easy short poems.

Suitable texts for the second year are: Valera's *El Pájaro verde*; Alarcón's *El final de Noyma*; Valdés' *José*; Galdós' *Doña Perfecta*, *Marianela*.

Candidates who pass the examination of the College Entrance Examination Board in Spanish will be given credit in Spanish **A**.

**B. INTERMEDIATE SPANISH.**—Preparation for this examination should comprise the reading of from 500 to 600 pages of Spanish of average difficulty, in addition to the requirements for Spanish **A**; constant practice in translating connected passages from English into Spanish, writing from dictation and conversation. Suitable texts are: Selections from *Don Quijote*, Blasco Ibáñez, *La Barraca*; Valdés, *La Hermana San Sulpicio*; Echegaray, *O Locura ó Santidad*; Nuñez de Arce, *El Haz de Leña*.

# ITALIAN.

|                                            | Units |
|--------------------------------------------|-------|
| Italian <b>A</b> —Elementary Italian ..... | 2     |
| “ <b>B</b> —Intermediate Italian .....     | 1     |

**A. ELEMENTARY ITALIAN.**—The preparation for this examination should comprise: (1) Careful drill in pronunciation; (2) the rudiments of grammar, including the conjugation of the regular and the more common irregular verbs, the inflection of nouns, adjectives and pronouns, and the elementary rules of syntax; (3) exercises containing illustrations of the principles of grammar; (4) the reading and accurate rendering into good English of from 100 to 175 duodecimo pages of graduated texts, with translation into Italian of easy variations of the sentences read; (5) writing Italian from dictation.

During the second year the work should comprise: (1) the reading of from 250 to 400 pages of modern prose from different authors; (2) practice in translating Italian into English, and English variations of the text into Italian; (3) continued study of the elements of grammar and syntax; (4) mastery of all but the rare irregular verb forms and of the simpler uses of the modes and tenses; (5) writing Italian from dictation; (6) memorizing of easy short poems.



Suitable texts: A collection of short stories of average difficulty, Goldoni, *La Locandiera* and *Il Vero Amico*; Fogazzaro, *Peregrinus* *Rochus*.

**B. INTERMEDIATE ITALIAN.**—Preparation for this examination should comprise the reading of from 500 to 600 pages of Italian, in addition to the requirements for Italian **A**; constant practice in translating connected passages from English into Italian, dictation and conversation.

Suitable texts are: Selections from Dante's *Inferno* and Tasso's *Gerusalemme Liberata*; Manzoni, *I Promessi Sposi*.

### PHYSICS.

Units

PHYSICS **A**—Elementary Physics without Laboratory Work...  $\frac{1}{2}$

PHYSICS **B**—Elementary Physics with Laboratory Work..... 1

PHYSICS **A**.—This requirement is satisfied by a course of one full year as described under (a) and (b) of Physics **B** (below). Submission of a laboratory note-book is not required.

PHYSICS **B**.—This is the requirement of the College Entrance Examination Board. The candidate's preparation in physics should include a course of one full year, including

(a) The study of one standard text-book for the purpose of obtaining a connected and comprehensive view of the subject. The student should be given opportunity and encouragement to consult other scientific literature.

(b) Instruction by lecture table demonstrations to be used mainly for illustration of the facts and phenomena of physics in their qualitative aspects and in their practical applications.

(c) Individual laboratory work, consisting of experiments requiring at least the time of 30 double periods. The experiments performed by each student should number at least 30, selected from a list not very different from that given in the circular of the College Entrance Examination Board. The work should be so distributed as to give a wide range of observation and practice.

Details of the requirement will be found in the circular of the College Entrance Examination Board. (Address Dr. Thos. S. Fiske, Sub-station 84, New York City.)

LABORATORY NOTE-BOOK.—Every candidate for credit in Physics **B** must present a note-book, containing in his own language a description of his laboratory exercises, the steps, observations, and results of each exercise being carefully recorded. The record should be well-ordered, plainly legible, and concise. Simple drawings are the briefest and best descriptions of most apparatus. Mere repeti-



tions of directions or descriptions given elsewhere should be avoided, but the note-book must afford clear evidence of the pupil's ability to make accurate observations, and to draw correct conclusions.

The note-book must contain an index of experiments, and must bear the endorsement of the teacher, such endorsement being written in ink on the inside of the cover. The endorsement must be in effect as follows:

I certify that this note-book is a true and original record of experiments actually performed by .....  
in the physical laboratory of ..... School  
during the year 191....

Teacher of Physics.

The ratio of counts for laboratory note-book and for examination shall be as 30 to 70.

The laboratory note-book will be returned to the candidate upon request at any time within one year. Laboratory note-books will not in general be preserved longer than one year.

### CHEMISTRY.

Units

CHEMISTRY ..... I

The candidate's preparation in chemistry should include:

(a) Individual laboratory work, comprising at least forty exercises selected from a list of sixty or more, not very different from the list given in the circular of the College Entrance Examination Board.

(b) Instruction by lecture-table demonstrations, to be used mainly as a basis for questioning upon the general principles involved in the pupil's laboratory investigations.

(c) The study of at least one standard text-book, to the end that the pupil may gain a comprehensive and connected view of the most important facts and laws of elementary chemistry.

Details of the requirement will be found in the circular of the College Entrance Examination Board. (Address Dr. Thos. S. Fiske, Sub-station 84, New York City.)

LABORATORY NOTE-BOOK.—Every candidate must present a properly certified and acceptable laboratory note-book of the character described under Physics on page 26.

### BOTANY.

Units

BOTANY .....  $\frac{1}{2}$  or I

For one unit credit, lecture and laboratory study should extend over at least five hours per week for a year, conducted under defi-

nite instruction aided by text-book study; the scope of the work to be estimated in part by note-books with outline drawings included. The studies should comprise the structure of the cell, the formation of tissues, the general morphology, physiology and ecology of the seed, seedling and mature plant in the higher types. The broad principles governing plant classification should be thoroughly understood, and selected types similar to those recommended by the College Entrance Examination Board in Botany should be studied alike with text-book and laboratory aid. The lecture and laboratory work should be supplemented in all cases by studies made in the garden and the field. For more detailed information reference should be made to the detailed outline of study recommended by the College Entrance Examination Board.

LABORATORY NOTE-BOOK.—For full credit a candidate must present a properly certified and acceptable laboratory note-book of the character described under Physics on page 26. One-half unit credit may be given (on school record only) for a year's course without laboratory work or for a half year's course with laboratory work.

### ZOÖLOGY.

|               | Units  |
|---------------|--------|
| ZOÖLOGY ..... | ½ or 1 |

For one unit credit preparation in this subject presupposes a full year's course of five hours per week, not less than two-thirds of the time being devoted to laboratory work guided by definite directions. This should be supplemented by the study of some good elementary text-book, such as Parker and Parker, *Practical Zoölogy*, Linville and Kelly, *General Zoölogy* or Hegner's *Introduction to Zoölogy*.

The scope of the course should be similar to that outlined in the text-books named. Each student should keep a laboratory note-book in which to enter from day to day a record of the laboratory work done; this record should consist of carefully labeled outline drawings of the chief structures studied, and accurate notes of all observations, experiments or demonstrations which cannot be recorded by drawings. The requirements here outlined are essentially the same as those specified by the College Entrance Examination Board for the subject of Zoölogy, to which reference should be made for a more detailed description.

LABORATORY NOTE-BOOK.—For full credit a candidate must present a properly certified and acceptable laboratory note-book of the character described under Physics on page 26. One-half unit credit may be given (on school record only) for a year's course without laboratory work or for a half year's course with laboratory work.

**BIOLOGY.**

|               | Units |
|---------------|-------|
| BIOLOGY ..... | 1     |

A full year of work consisting of both recitations and laboratory practice, as outlined under "Botany" and "Zoölogy," is required. A text, such as Needham's *Biology*, presents good material for such a course.

**LABORATORY NOTE-BOOK.**—Every candidate must present a properly certified and acceptable laboratory note-book of the character described under Physics on page 26.

**PHYSIOLOGY.**

|                  | Units    |
|------------------|----------|
| PHYSIOLOGY ..... | 1/2 or 1 |

For entrance credit in this subject a full year of work as defined under "Zoölogy" will be required for one unit credit. This should include laboratory work and should cover the principles of human and comparative physiology as outlined in Martin's *The Human Body*, briefer course.

**LABORATORY NOTE-BOOK.**—For full credit a candidate must present a properly certified and acceptable laboratory note-book of the character described under Physics on page 26. One-half unit credit may be given (on school record only) for a year's course without laboratory work or for a half year's course with laboratory work.

**PHYSICAL GEOGRAPHY OR PHYSIOGRAPHY.**

|                                          | Units    |
|------------------------------------------|----------|
| PHYSICAL GEOGRAPHY OR PHYSIOGRAPHY ..... | 1/2 or 1 |

For one unit credit preparation should extend for five periods per week for one year, following a course as laid down in one of the standard modern text-books that are designed for High Schools. Its scope should be that as indicated in such a text-book. The course should include study of the text-book and individual laboratory work to illustrate the text. At least one-third of the time should be devoted to laboratory exercises; the examples to illustrate the text should be drawn as far as possible from local sources, which may be done by including field excursions as a part of the course, or problems involving a study of the local region may be assigned to the student as a part of the laboratory exercise.

The course should aim to give the student a grasp of the general physiographic features of the earth and the dynamic actions going on at the surface, the interaction of the earth, air and water, with their results, and the relation of these to life.

More detailed information may be obtained by reference to the outline of study recommended in the circular of the College Entrance Examination Board.

**LABORATORY NOTE-BOOK.**—For full credit a candidate must present a properly certified and acceptable laboratory note-book of the character described under Physics on page 26. One-half unit credit may be given (on school record only) for a year's course without laboratory work or for a half year's course with laboratory work.

### GEOLOGY.

|               |          |
|---------------|----------|
|               | Units    |
| GEOLOGY ..... | 1/2 or 1 |

Full preparation in Geology should include at least five periods per week for one year, following a course as laid down in one of the recent text-books that are designed for secondary schools. The subjects treated should include dynamic and structural geology and historical geology; or, when but half a year is devoted to the subject, the course might be shortened by the omission of the historical geology, which cannot be treated very satisfactorily without a collection of specimens illustrating the geological formations. The course in dynamic and structural geology should be designed to give the student a knowledge of the materials composing the earth, including an acquaintance with the commoner stratified and igneous rocks and their classification; the work of the surface agents (the atmosphere, the action of running water, underground water, snow and ice, the sea), both in the wearing away and the shaping of the surface, and in the building up of deposits; the work of the internal agents, vulcanism, the movements of the crust, both the rapid movements (earthquakes) and the slow, secular movements which permanently deform the rocks. As far as possible the subjects treated should be illustrated by field work, of which notes should be kept. The rocks, considered as materials, should be studied directly from specimens in the laboratory and notes kept of the observations. The course in historical geology should be designed to give the student a knowledge of the principles upon which geological chronology is based, and of the geological formations as they illustrate the earth's history from its beginnings in the Precambrian up to the present time. The various geological groups and systems should be studied in their chronological order and illustrated by maps and specimens. Where local illustrations are available, the student should be encouraged to make his own observations; and field trips to examine the local formations should be taken, of which notes should be kept.

LABORATORY NOTE-BOOK.—For full credit a candidate must present a properly certified and acceptable laboratory note-book of the character described under Physics on page 26. One-half unit credit may be given (on school record only) for a year's course without laboratory work or for a half year's course with laboratory work.

### ASTRONOMY.

|                 |                             |
|-----------------|-----------------------------|
| ASTRONOMY ..... | Units<br>$\frac{1}{2}$ or 1 |
|-----------------|-----------------------------|

The Celestial Sphere and its circles, the Solar System, tides, eclipses; the nature, distances and sizes of the stars and nebulae and how these are determined; comets and shooting stars; the spectro-scope and the more important astronomical instruments; Newton's Law and Kepler's three laws. A brief general course in the subject, such as is given, for example, in Young's *Lessons in Astronomy* (with Appendix).

### BUSINESS LAW.

|                    |                             |
|--------------------|-----------------------------|
| BUSINESS LAW ..... | Units<br>$\frac{1}{2}$ or 1 |
|--------------------|-----------------------------|

This study should cover the elementary principles of law relating to the more common business transactions, with especial reference to the requirements of a binding contract.

### COMMERCIAL GEOGRAPHY.

|                            |                             |
|----------------------------|-----------------------------|
| COMMERCIAL GEOGRAPHY ..... | Units<br>$\frac{1}{2}$ or 1 |
|----------------------------|-----------------------------|

Classroom work, conducted under definite instruction, aided by text-book study. The field of study should include a consideration of influences affecting the production, distribution and exchange of commodities, and of products and regions by types.

### DRAWING.

|               |                             |
|---------------|-----------------------------|
| DRAWING ..... | Units<br>$\frac{1}{2}$ or 1 |
|---------------|-----------------------------|

The candidate's preparation in drawing should be directed toward training him in accurate observation and in definite and truthful representation of form, without attempt to represent color or color values.

The candidate should be able to draw correctly and with lines of good quality simple forms in correct perspective in the size in which it is felt in the plane of the drawing, or larger or smaller. It is recommended that pupils should be taught to draw from the object itself rather than from the flat.

Correctness of proportion and accuracy in the angles and curves and structural relations of the parts of every object drawn are of the highest importance.



The elementary principles of perspective are to be thoroughly learned, and the candidate should be able to apply them in free-hand drawing from the object or from the imagination.

No definite prescription as to method of teaching is made. The examination will test the preparation of the candidate in the following points:

1. Ability to sketch from the object with reasonable correctness as to proportion, structure, and form. It is recommended that the subjects drawn include simple geometrical objects and simple natural objects such as living plant forms.
2. Ability to sketch freehand from dictation with reasonable accuracy any simple geometrical figure or combination of figures.
3. Ability to represent accurately in perspective a simple geometrical solid of which projection drawings are given, and ability to make consistent projection drawings of a simple geometrical solid of which a perspective representation is given.
4. Ability to answer questions in regard to the principles involved in making these drawings.

The preparatory work in Mechanical Drawing should include the use of drawing instruments, geometric projection, and the principles of orthographic projection.

#### MANUAL TRAINING.

|                       |                    |
|-----------------------|--------------------|
|                       | Units              |
| MANUAL TRAINING ..... | $\frac{1}{2}$ or 1 |

Under the head of Manual Training are included the following subjects:

Joinery, sheet metal work, moulding, pattern making, forging and machine work. The student should be familiar with the nature of the usual shop processes and methods of work, and the properties of materials commonly used in construction.

#### ADMISSION TO ADVANCED STANDING.

(1) A student who presents himself for admission to advanced standing will be examined (a) in the subjects required for admission to the Freshman Class, and (b) in those subjects for which the applicant desires to receive advanced credit.

At its option, the Committee on Admission to Advanced Standing may accept, without examination in the case of a student who comes from another college of recognized standing, the preparatory subjects credited by that college and the work done therein in any subjects which correspond to subjects in the course he wishes to enter, provided a statement is submitted properly certified by the authorities of the college, stating in detail the entrance credits

granted and the extent and character of the work done with the grades attained.

(2) Every applicant for admission to advanced standing must present a letter of honorable dismissal from the institution last attended.

(3) A student who has done sufficient work elsewhere to enable him to complete in one year the work required for the Bachelor's degree, in the course which he proposes to enter, may be admitted to the Senior Class, but each student so admitted must take at least twelve units of work at Pennsylvania.

(4) No student may be admitted as a candidate for a degree after the beginning of the Senior year of the class with which he would graduate.

### ADMISSION TO SPECIAL AND PARTIAL COURSES.

Every applicant for admission as a Special or Partial student is required to fill out and file with the Admission Committee a blank containing such questions as may seem necessary to determine his general educational fitness, the reasonableness of his application, and the propriety of entertaining it. This blank must be accompanied by certificates covering the statements thereupon and must be received in time to have these certificates certified and approved before the beginning of the course for which application is made.

### SPECIAL AND PARTIAL COURSES.

1. Candidates for admission to the Special Course in Accounting and Finance must satisfy the requirements for admission to the Regular Course.

2. Candidates over twenty-one years of age, possessing a satisfactory general education and definite business experience may be admitted to special and partial standing.

### STATUS AND CLASSIFICATION OF STUDENTS.

A **REGULAR STUDENT** is one who pursues, in the manner prescribed by the Faculty, one of the courses leading to a degree.

A **SPECIAL STUDENT** is one who pursues a course laid down by a professor or professors with the approbation of the Faculty, with a view to a certificate of proficiency on the completion of that course.

A **PARTIAL STUDENT** is one who, under certain provisions, is permitted to pursue such individual subjects as he is competent to take.

**A unit of work is one hour a week of attendance at lecture or recitation, or two hours of laboratory work a week for one year.**

*Regular students are graduated upon the satisfactory completion*

of seventy-four (74) units of work (four of which are in Physical Education).

A student with less than sixteen (16) units of work to his credit at the beginning of any college year shall be classed as a Freshman.

A student who has to his credit at the beginning of any college year less than thirty-two (32) and not less than sixteen (16) units of work shall be classed during that year as a Sophomore.

A student who has to his credit at the beginning of any college year less than fifty-three (53) and not less than thirty-two (32) units of work shall be classed during that year as a Junior.

A student who has to his credit at the beginning of any college year fifty-three (53) or more units of work shall be classed as a Senior.

The minimum number of hours to be taken by a student in the Wharton School in any one term is sixteen (16) hours per week in addition to the required work in Physical Education.

### FEES AND DEPOSITS.

The tuition fee is \$150 both for *Regular and Special Students* for the full academic year. Tuition fees are payable *in advance* in two equal parts, on October 1 and February 1, respectively. Remittances should be in cash, or by bank draft, certified cheque or postal money order, drawn for the exact amount due, made payable to the University of Pennsylvania, and sent to William O. Miller, Bursar, Room 102, College Hall. For detailed "Regulations Governing Payments," see pages 71-73.

The tuition fees are six hundred dollars (\$600.00) for the period of instruction leading to the degree, one hundred and fifty dollars (\$150.00) being paid by a regular student in each of the four years of his course. Students taking five years to finish the course may not be required to pay more than six hundred dollars (\$600.00). Students who finish the course in less than four years will, nevertheless, pay a total of six hundred dollars tuition before the degree is granted. Students who are admitted to advanced standing will be given financial credit for each unit of advanced credit granted, providing that no more than the minimum number of units, including both advanced credit and work taken in course, are offered for the academic degree. If more than the minimum are offered, the number of units in excess will be deducted from the units of advanced credit, before financial allowance is made. Students will be required to pay the balance in fees before the degree is granted.

## FEE FOR GYMNASIUM AND HOUSTON CLUB.

A fee of ten dollars (\$10.00) is added to the tuition fee of every student for the privileges of the Gymnasium and the Houston Club. This fee is payable *in advance* in two equal parts on October 1 and on February 1.

## FEES OF PARTIAL STUDENTS.

The tuition fees of a Partial student are ten dollars (\$10.00) a term for each hour a week, or, in the case of laboratory or drawing-room work, ten dollars (\$10.00) a term for each two hours a week. The maximum fee required of a Partial student shall, however, in no case exceed in amount the regular tuition fees of the department in which the student is registered.

## FEE FOR RE-EXAMINATION.

A fee of five dollars (\$5.00) is charged for every re-examination, after the first, that the student is permitted to take.

## DEPOSITS AND EXPENSES.

Each student on entering College is required to make a money deposit of \$15 to cover loss of books, keys, etc., breakage in the laboratories, damage to University property, and other expenses. Any balance is returned upon graduation or withdrawal from College.

## GRADUATION AND CERTIFICATE FEES.

A graduation fee of twenty dollars (\$20.00) is charged to each candidate for a baccalaureate degree. The fee for Certificates of Proficiency in the Special Course is ten dollars (\$10.00). *No student will be recommended for a degree or certificate until all fees due the University have been paid.*

## BOARD AND LODGING.

Accommodation for students is provided in the Dormitories.\* Plans, prices, and all other information relating to the Dormitories may be had upon application to the Bursar. In order to make sure of rooms, students are advised to apply as early as April 1, if possible.

Table Board may be had in the immediate vicinity of the University at prices ranging from \$3.50 per week upwards. A printed list of approved boarding places, with or without lodging, may be obtained at the Dean's office. The average price paid by students in such quarters for board and lodging is \$5.50 per week.

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\*Fuller information in regard to the Dormitories will be found on page 74.



The figures given herewith are based upon the cost of living, either in the dormitories or in a boarding house:

|                                                                                     | Min.     | Max.     |
|-------------------------------------------------------------------------------------|----------|----------|
| Board and lodging—thirty-seven weeks .....                                          | \$185.00 | \$350.00 |
| Tuition and other fees (according to the character<br>and year of the course) ..... | 160.00   | 210.00   |
| Text-books (estimated) .....                                                        | 10.00    | 25.00    |
| Graduation or Certificate Fee .....                                                 | 10.00    | 20.00    |
|                                                                                     | <hr/>    | <hr/>    |
|                                                                                     | \$365.00 | \$605.00 |

### DIVISION OF SESSIONS.

The college year is divided into two terms of about eighteen weeks each. The first term began in 1913, on September 26, at 10 o'clock, A. M. The second term began on February 2, 1914, at 9 o'clock, and will end with Commencement on June 17. The examinations for entrance in 1914 will begin on June 18 and September 14. The first term in 1914 will begin on September 25, at 10 o'clock A. M.

### EXAMINATIONS AND GRADES.

At the end of the first term and at the end of the year two weeks will be set apart for examinations.

### DEGREES AND CERTIFICATES.

The degree of *Bachelor of Science in Economics* is conferred upon students on graduation.

*Certificates of Proficiency* are awarded to students who pursue, and complete satisfactorily, the authorized Special Course in Accounting and Finance.

Students who have pursued Partial Courses, and who have completed satisfactorily the individual subjects selected in each case, are entitled to an official *Statement of Study*, signed by the Dean.

### SCHOLARSHIPS.

Scholarships may be divided into two groups: first, those which may be held only by students from certain localities; and second, those which are general in their allotment. All candidates for scholarships must present themselves for the usual entrance examinations, excepting those who may be admitted on satisfactory diplomas granted by public high or normal schools.

*No award of scholarships will be made until after the entrance examinations in June. Only such persons will be eligible for scholarships as have been admitted without conditions in June preceding the opening of the year for which the scholarships are sought. Holders of scholarships who incur conditions forfeit their scholarships.*



All candidates for scholarships (*except those awarded by the City of Philadelphia and the Philadelphia Board of Public Education*) must transmit their applications and credentials to the PROVOST *on or before the 15th day of May* preceding the opening of the academic year in which they desire to enter. Scholarship application blanks may be procured from the chairman of the scholarship committee (the Provost).

Special attention is called to the fact that, while possession of a scholarship entitles the holder to free tuition, such holders are bound by all University rules and regulations equally with pay students; and any infraction of these regulations will render a holder liable to the forfeiture of his privileges. A scholarship does not carry with it remission of any fee but that for tuition.

## COURSE OF STUDY.

## REQUIRED WORK.

## FRESHMAN REQUIRED WORK.

| No.         | Subject.                 | Hours per week. | Page where description is found. |
|-------------|--------------------------|-----------------|----------------------------------|
| Ec. 1       | Political Economy .....  | 3               | 55                               |
| G. and I. 1 | Economic Resources ..... | 2               | 60                               |
| F. and A. 1 | Accounting .....         | 3               | 56                               |
| P.S. 1      | Government .....         | 3               | 63                               |
| Eng. 1      | } English .....          | 4               | See<br>General<br>Catalogue      |
| Eng. 30*    |                          |                 |                                  |
| Eng. 40*    |                          |                 |                                  |
| Chem. 1     | Chemistry .....          | 3               |                                  |
|             | or                       |                 |                                  |
| B.L. 1      | Business Law .....       | 3               | 53                               |
| Phys. Ed. 1 | Physical Education ..... | 2               | 67                               |

\*Either Eng. 30 or Eng. 40 may be deferred until Sophomore year.

## SOPHOMORE REQUIRED WORK.

|                                                                                                                                                            |                                    |    |                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----|-----------------------------|
| Eng. 42†                                                                                                                                                   | Nineteenth Century Novelists ..... | .2 | See<br>General<br>Catalogue |
| Eng. 3                                                                                                                                                     | Composition .....                  | 1  |                             |
| Phys. Ed. 2                                                                                                                                                | Physical Education .....           | 2  |                             |
| In addition to these, it is recommended<br>that the student take, in his Sophomore<br>year, two of the five units of History re-<br>quired for the degree. |                                    |    |                             |

†One term subject.

## ADDITIONAL REQUIRED WORK.

|                                       |   |                                                    |
|---------------------------------------|---|----------------------------------------------------|
| Before the end of the<br>Junior Year. | { | Two units additional in Political Science.         |
|                                       |   | Two units of Sociology.                            |
|                                       |   | Two units of History.                              |
|                                       |   | One unit of Physical Education.                    |
| At any time before graduation.        | { | Six units of foreign language (ancient or modern). |
|                                       |   | Three additional units of History.                 |
|                                       |   | One unit of Physical Education.                    |

The satisfactory completion of a total of 70 units (hours per week) of class work is required for the degree, in addition to gymnasium. These seventy units are distributed as follows:

|                                                            | Units |
|------------------------------------------------------------|-------|
| Wharton School subjects .....                              | 44    |
| College subjects required .....                            | 17    |
| Free electives in either College or Wharton subjects ..... | 9     |

Freshmen may also elect any other subjects which are open to them. A list of these is given on pages 53-67. Students preparing for the study of law are advised to enter actively in the debating work and take the course in Public Speaking. For each hour in class the student may be required to spend two hours in preparation. Abundant library facilities are furnished, and the principal government reports, industrial, economic, financial, scientific and trade journals are placed at the disposal of the student.

If a student, upon completing his Freshman year, does not wish to pursue any of the following study groups, but is desirous of arranging a different series of courses, he is requested to see the Dean before registering for his Sophomore year.

## SUGGESTED COURSE GROUPINGS.

The following groupings have been arranged primarily as a guide to those who wish to specialize, as their work advances, along more strictly vocational lines. Students who have not chosen their future vocation are advised to take the General Course.

## THE GENERAL COURSE.

This includes a number of courses chosen from each of the other groups and gives a good acquaintance with the broad field of business subjects and the more general studies.

## SOPHOMORE YEAR.

|           |     |                                                 | Hours. |
|-----------|-----|-------------------------------------------------|--------|
| G. and I. | 2.  | Industrial Districts of the United States, or.. | } 3    |
| G. and I. | 7.  | Manufacturing Industries .....                  |        |
| F. and A. | 7.  | Money, Credit and Foreign Exchange .....        | 3      |
| P. S.     | 2.  | Citizenship .....                               | 2      |
| Soc.      | 1.  | Introduction to Sociology .....                 | 2      |
| Eng.      | 42. | } English .....                                 | 2      |
| Eng.      | 3.  |                                                 |        |
| Ins.      | 1.  | Stock and Produce Exchanges, or                 | } 3    |
| Ins.      | 3.  | Insurance .....                                 |        |
| P. E.     | 2.  | Physical Education .....                        | 2      |

*Suggested Electives.*

|           |    |                              |   |
|-----------|----|------------------------------|---|
| C. and T. | 5. | Railway Transportation ..... | 2 |
| Econ.     | 4. | Advanced Economics .....     | 2 |

## JUNIOR YEAR.

|       |     |                                       |     |
|-------|-----|---------------------------------------|-----|
| P. S. | 4.  | City Government and City Problems, or | } 2 |
| P. S. | 5.  | Labor Legislation .....               |     |
|       |     | Foreign Language .....                | 3   |
|       |     | History .....                         | 3   |
| P. S. | 18. | Public Finance .....                  | 2   |
| P. E. | 3.  | Physical Education .....              | 2   |

*Suggested Electives.*

|           |     |                                                 |   |
|-----------|-----|-------------------------------------------------|---|
| Eng.      | 20. | Public Speaking .....                           | 1 |
| G. and I. | 7.  | Manufacturing Industries of the United States.. | 3 |
| F. and A. | 10. | Corporation Finance .....                       | 3 |
| F. and A. | 2.  | Advanced Accounting and Auditing .....          | 3 |
| F. and A. | 8.  | Banking .....                                   | 3 |
| Ins.      | 4.  | Life Insurance .....                            | 3 |

## SENIOR YEAR.

|           |     |                              |   |
|-----------|-----|------------------------------|---|
|           |     | Foreign Language .....       | 3 |
|           |     | History .....                | 2 |
| P. S.     | 19. | Secretarial Work .....       | 3 |
| G. and I. | 4.  | Land Forms and Climate ..... | 2 |
| Econ.     | 5.  | English Civilization .....   | 2 |
| P. E.     | 4.  | Physical Education .....     | 2 |

*Suggested Electives.*

|           |     |                                                |   |
|-----------|-----|------------------------------------------------|---|
| F. and A. | 13. | Real Estate .....                              | 3 |
| G. and I. | 6.  | Resources and Industries of South America .... | 2 |
| C. and T. | 4.  | History of American Commerce .....             | 2 |
|           |     | Sociology .....                                | 2 |
|           |     | Logic .....                                    | 2 |
|           |     | Public Speaking .....                          | 1 |

## ACCOUNTING.

Accountancy has now reached the standing of a profession. The more important States of the Union have established State examinations for the degree of Certified Public Accountant, and these examinations require a high degree of scientific training and of general education. To meet this need the following arrangement of courses has been made in the Wharton School:

## SOPHOMORE YEAR.

|           |     |                                                 | Hours. |
|-----------|-----|-------------------------------------------------|--------|
|           |     | Foreign Language .....                          | 3      |
| Eng.      | 42. | } English .....                                 | 2      |
| Eng.      | 3.  |                                                 |        |
| B. L.     | 2.  | Corporation Law .....                           | 3      |
| F. and A. | 7.  | Money and Credit .....                          | 3      |
| G. and I. | 7.  | Manufacturing Industries of the United States.. | 3      |
| F. and A. | 2.  | Advanced Accounting .....                       | 3      |
|           |     | History .....                                   | 3      |
| P. E.     | 2.  | Physical Education .....                        | 2      |

## JUNIOR YEAR.

|           |     |                                                   |   |
|-----------|-----|---------------------------------------------------|---|
| F. and A. | 5.  | Practical Accounting Systems .....                | 2 |
|           |     | History .....                                     | 2 |
|           |     | Language .....                                    | 3 |
| G. and I. | 8.  | Industrial Management .....                       | 2 |
| C. and T. | 5.  | Railway Transportation .....                      | 2 |
| Ins.      | 3.  | Insurance .....                                   | 3 |
| F. and A. | 10. | Corporation Finance .....                         | 3 |
| P. E.     | 3.  | Physical Education .....                          | 2 |
|           |     | Electives in Sociology and Political Science .... | 2 |

## SENIOR YEAR.

|           |    |                                                  |   |
|-----------|----|--------------------------------------------------|---|
|           |    | History .....                                    | 2 |
|           |    | Mathematics .....                                | 2 |
| F. and A. | 9. | Investments .....                                | 3 |
| G. and I. | 7. | Manufacturing Industries of the United States .. | 3 |
| F. and A. | 8. | Banking .....                                    | 3 |
| P. E.     | 4. | Physical Education .....                         | 2 |
|           |    | Electives (to be chosen in conference) .....     | 6 |

## CONSULAR AND DIPLOMATIC SERVICE.

The recent executive orders governing appointment and promotions in the Diplomatic and Consular Service have placed these two branches of the Public Service upon an entirely new basis. Not only has greater permanence been introduced into the service, but the prospect of promotion from the lower to the higher grades offers an additional inducement to men with college training to prepare for this career. The student is advised to take an elective in modern language in his Freshman year.

The course leading to this branch of the service is as follows:

## SOPHOMORE YEAR.

|           |     |                                                 | Hours. |
|-----------|-----|-------------------------------------------------|--------|
| P. S.     | 2.  | Citizenship .....                               | 2      |
| P. S.     | 3.  | Diplomatic and Consular Procedure and Practice, | 2      |
| G. and I. | 2.  | Industrial Districts of the United States ..... | 3      |
| Ins.      | 3.  | Insurance, or                                   | }      |
| F. and A. | 7.  | Money and Credit                                |        |
| Eng.      | 3.  | English Composition .....                       | 1      |
| Eng.      | 42. | English .....                                   | 1      |
|           |     | Foreign Language—German, French or Spanish..    | 3      |
| P. E.     | 2.  | Physical Education .....                        | 2      |

*Suggested Electives.*

|           |    |                                                | Hours |
|-----------|----|------------------------------------------------|-------|
| G. and I. | 3. | Europe and Africa .....                        | 2     |
| G. and I. | 6. | Resources and Industries of South America .... | 2     |
| Ins.      | 1. | Stock and Produce Exchanges .....              | 3     |
| Econ.     | 3. | Public Economy .....                           | 2     |

## JUNIOR YEAR.

|           |     |                                                  |   |
|-----------|-----|--------------------------------------------------|---|
| C. and T. | 1.  | The Business of American Commerce .....          | 3 |
| G. and I. | 7.  | Manufacturing Industries of the United States .. | 3 |
| F. and A. | 15. | Advertising .....                                | 3 |
|           |     | or                                               |   |
| C. and T. | 2.  | Organization of International Commerce .....     | 2 |
| Hist.     | 4.  | Europe in the Nineteenth Century .....           | 3 |
| Soc.      | 1.  | Introduction to Sociology .....                  | 2 |
|           |     | Foreign Languages .....                          | 3 |
| P. E.     | 3.  | Physical Education .....                         | 2 |

*Suggested Electives.*

|           |    |                                           |   |
|-----------|----|-------------------------------------------|---|
| Soc.      | 5. | Social and Vital Statistics .....         | 1 |
| Ins.      | 5. | Fire, Marine and Fidelity Insurance ..... | 2 |
| C. and T. | 3. | Ocean Transportation .....                | 2 |
| G. and I. | 5. | The Far East .....                        | 2 |

## SENIOR YEAR.

|           |     |                                               |   |
|-----------|-----|-----------------------------------------------|---|
| P. S.     | 9.  | International Law .....                       | 2 |
| P. S.     | 11. | American Diplomacy in Europe and the Orient.. | 2 |
| P. S.     | 15. | The United States and Latin America .....     | 1 |
| C. and T. | 2.  | Organization of International Trade .....     | 2 |
| C. and T. | 4.  | History and Economics of American Commerce..  | 2 |
| G. and I. | 9.  | Field Work in Industry .....                  | 2 |
| Hist.     | 21. | Rise of the British Empire, or                | } |
| Hist.     | 26. | The United States and Europe                  |   |
| P. E.     | 4.  | Physical Education .....                      | 2 |

*Suggested Electives.*

|       |     |                                         |   |
|-------|-----|-----------------------------------------|---|
| P. S. | 4.  | City Government and City Problems ..... | 2 |
| P. S. | 10. | The Law of War .....                    | 1 |
|       |     | Foreign Language .....                  | 3 |

## FINANCE, BANKING, BOND BUSINESS.

The banker should have a knowledge of the National and State Laws governing his business, the fundamental principles of credit, and the close relation of his undertaking with other businesses. For this field of work the following arrangement of courses is recommended:

## SOPHOMORE YEAR.

|           |     |                                                 | Hours. |
|-----------|-----|-------------------------------------------------|--------|
| Eng.      | 42. | } English .....                                 | 2      |
| Eng.      | 3.  |                                                 |        |
|           |     | Foreign Language .....                          | 3      |
| C. and T. | 5.  | Railway Transportation .....                    | 2      |
| F. and A. | 7.  | Money and Credit .....                          | 3      |
| F. and A. | 15. | Advertising .....                               | 3      |
| G. and I. | 7.  | Manufacturing Industries of the United States.. | 3      |
| P. E.     | 2.  | Physical Education .....                        | 2      |



*Suggested Electives.*

|           |    |                                                 | Hours |
|-----------|----|-------------------------------------------------|-------|
| Econ.     | 4. | Advanced Economics .....                        | 2     |
| F. and A. | 2. | Advanced Accounting .....                       | 3     |
| P. S.     | 5. | Labor Legislation .....                         | 2     |
| G. and I. | 2. | Industrial Districts of the United States ..... | 3     |

## JUNIOR YEAR.

|           |     |                             |   |
|-----------|-----|-----------------------------|---|
|           |     | History .....               | 3 |
|           |     | Foreign Language .....      | 3 |
| B. L.     | 2.  | Advanced Business Law ..... | 3 |
| F. and A. | 10. | Corporation Finance .....   | 3 |
| F. and A. | 13. | Real Estate .....           | 3 |
| P. E.     | 3.  | Physical Education .....    | 2 |
|           |     | Electives .....             | 4 |

*Suggested Electives.*

|           |    |                                 |   |
|-----------|----|---------------------------------|---|
| C. and T. | 6. | Railway Traffic and Rates ..... | 2 |
| G. and I. | 8. | Industrial Management .....     | 2 |
| Ins.      | 3. | Insurance .....                 | 3 |
| Soc.      | 2. | American Social Problems .....  | 2 |

## SENIOR YEAR.

|           |     |                          |   |
|-----------|-----|--------------------------|---|
|           |     | History .....            | 2 |
| Ins.      | 2.  | Brokerage .....          | 2 |
| F. and A. | 9.  | Investments .....        | 3 |
| F. and A. | 8.  | Banking .....            | 3 |
| F. and A. | 12. | Private Finance .....    | 3 |
| P. E.     | 4.  | Physical Education ..... | 2 |
|           |     | Electives .....          | 4 |

*Suggested Electives.*

|           |     |                                     |   |
|-----------|-----|-------------------------------------|---|
| F. and A. | 11. | Panics and Depressions .....        | 2 |
| Soc.      | 3.  | Race Problems and Criminology ..... | 2 |

## GEOGRAPHY.

Students preparing for foreign trade and similar lines of work frequently find that the most valuable preparation is a detailed acquaintance with the leading countries of the world. To meet this demand the following group of courses in geography is offered, with a list of selected supplementary courses to be taken in the different years:

## SOPHOMORE YEAR.

|           |     |                                                | Hours. |
|-----------|-----|------------------------------------------------|--------|
| Eng.      | 42. | } English .....                                | 2      |
| Eng.      | 3.  |                                                |        |
|           |     | Foreign Language .....                         | 3      |
| Hist.     | 4.  | European History .....                         | 3      |
| C. and T. | 5.  | Railway Transportation .....                   | 2      |
| C. and T. | 1.  | The Business of American Commerce .....        | 3      |
| G. and I. | 3.  | Economic and Political Geography of Europe ... | 2      |
|           |     | Geology .....                                  | 2      |
| P. E.     | 2.  | Physical Education .....                       | 2      |
|           |     | Elective in Political Science .....            | 2      |

## JUNIOR YEAR.

|           |    |                                                  | Hours. |
|-----------|----|--------------------------------------------------|--------|
| G. and I. | 2. | Industrial Districts of the United States .....  | 3      |
| G. and I. | 5. | The Far East .....                               | 2      |
| G. and I. | 7. | Manufacturing Industries of the United States .. | 3      |
| C. and T. | 3. | Ocean Transportation .....                       | 2      |
|           |    | Foreign Language .....                           | 3      |
| G. and I. | 4. | Land Forms and Climatology .....                 | 2      |
| P. E.     | 3  | Physical Education .....                         | 2      |
|           |    | Electives (including 2 hours in Sociology) ..... | 4      |

## SENIOR YEAR.

|           |     |                                              |   |
|-----------|-----|----------------------------------------------|---|
| Econ.     | 3.  | Public Economy .....                         | 2 |
| G. and I. | 6.  | Economic Geography of South America .....    | 2 |
| C. and T. | 2.  | Organization of International Commerce ..... | 2 |
| Hist.     | 21. | British Empire .....                         | 2 |
|           | 1.  | Anthropology .....                           | 2 |
| P. E.     | 4.  | Physical Education .....                     | 2 |
|           |     | Electives .....                              | 6 |

## INSURANCE.

The insurance idea now enters into every important commercial and industrial undertaking. In the amount of capital invested, the number of persons affected and the influence exercised on other vocations, insurance must rank with the most important businesses of the country. For these reasons leading insurance officials now advise a college course in preparation for this field of work.

## SOPHOMORE YEAR.

|           |     |                                         | Hours. |
|-----------|-----|-----------------------------------------|--------|
|           |     | Language .....                          | 3      |
| Eng.      | 42. | } English .....                         | 2      |
| Eng.      | 3.  |                                         |        |
| Ins.      | 4.  | Life Insurance .....                    | 3      |
| B. L.     | 2.  | Advanced Business Law .....             | 3      |
| C. and T. | 5.  | Railway Transportation .....            | 2      |
| C. and T. | 1.  | The Business of American Commerce ..... | 3      |
| P. E.     | 2.  | Physical Education .....                | 2      |
|           |     | Electives .....                         | 3      |

## JUNIOR YEAR.

|           |     |                                          |   |
|-----------|-----|------------------------------------------|---|
|           |     | Language .....                           | 3 |
|           |     | History .....                            | 3 |
| Ins.      | 5.  | Fire, Marine, etc., Insurance .....      | 2 |
|           | 17. | Mathematics of Insurance .....           | 2 |
| F. and A. | 10. | Corporation Finance .....                | 3 |
| Ins.      | 1.  | Stock and Produce Exchange Markets ..... | 3 |
| F. and A. | 13. | Real Estate .....                        | 3 |
| Soc.      | 1.  | Introduction to Sociology .....          | 2 |
| P. E.     | 3.  | Physical Education .....                 | 2 |
|           |     | Electives .....                          | 2 |

## SENIOR YEAR.

Hours.

|           |    |                                                 |   |
|-----------|----|-------------------------------------------------|---|
|           |    | History .....                                   | 2 |
| Ins.      | 6. | The Law and Practice of Insurance .....         | 2 |
| F. and A. | 9. | Investments .....                               | 3 |
| G. and I. | 7. | Manufacturing Industries of the United States.. | 3 |
| F. and A. | 8. | Banking .....                                   | 3 |
| P. E.     | 4. | Physical Education .....                        | 2 |
|           |    | Electives .....                                 | 6 |

## JOURNALISM.

Preparation for Journalism should consist not alone in newspaper writing and the preparation of themes, but should include a study of the chief problems which come to the attention of the news writer and editor respectively. In preparing this group emphasis has been laid upon those subjects which emphasize social, economic, commercial, financial and political questions.

## SOPHOMORE YEAR.

Hours.

|           |     |                              |   |
|-----------|-----|------------------------------|---|
| Eng.      | 7.  | Newspaper Writing .....      | 2 |
| C. and T. | 5.  | Railway Transportation ..... | 2 |
| F. and A. | 7.  | Money and Credit .....       | 3 |
| Soc.      | 1.  | Sociology .....              | 2 |
| Eng.      | 42. | } English .....              | 2 |
| Eng.      | 3.  |                              |   |
| P. S.     | 5.  | Labor Legislation .....      | 2 |
|           |     | History .....                | 3 |
| P. E.     | 2.  | Physical Education .....     | 2 |
|           |     | Electives .....              | 2 |

## JUNIOR YEAR.

|       |     |                                             |   |
|-------|-----|---------------------------------------------|---|
| Eng.  | 5.  | English .....                               | 2 |
| Eng.  | 96. | English .....                               | 1 |
| Ins.  | 3.  | Insurance .....                             | 3 |
| P. S. | 4.  | City Government and City Problems .....     | 2 |
| P. S. | 6.  | Election Methods and Systems .....          | 2 |
| P. S. | 7.  | Political Parties and Party Machinery ..... |   |
|       |     | History .....                               | 2 |
|       |     | Foreign Language .....                      | 3 |
| P. E. | 3.  | Physical Education .....                    | 2 |

*Suggested Electives.*

|           |     |                           |   |
|-----------|-----|---------------------------|---|
| Econ.     | 4.  | Advanced Economics .....  | 2 |
| F. and A. | 10. | Corporation Finance ..... | 3 |

## SENIOR YEAR.

|           |     |                                               |   |
|-----------|-----|-----------------------------------------------|---|
| P. S.     | 11. | American Diplomacy in Europe and the Orient.. | 2 |
| Soc.      | 3.  | Race Problems and Criminology .....           | 3 |
| F. and A. | 8.  | Banking .....                                 | 3 |
| C. and T. | 2.  | Organization of International Commerce .....  | 2 |
|           |     | Foreign Language .....                        | 3 |
| P. E.     | 4.  | Physical Education .....                      | 2 |

*Suggested Electives.*

|       |                            | Hours. |
|-------|----------------------------|--------|
| P. S. | 18. Public Finance .....   | 2      |
|       | Additional Electives ..... | 2      |

## PREPARATORY TO THE LAW.

The practice of the law has greatly changed in recent years; the work of the lawyer is now to give advice in complex business relations and is less concerned with the mere conduct of lawsuits than heretofore. The successful lawyer must, therefore, possess a close acquaintance with business affairs. He should also have a thorough grasp of the practical governmental problems of the time. Students in this group are advised to take History or Language in the Freshman year instead of Business Law.

## SOPHOMORE YEAR.

|           |                                                | Hours. |
|-----------|------------------------------------------------|--------|
| F. and A. | 7. Money and Credit .....                      | 3      |
| C. and T. | 5. Railway Transportation, or } .....          | 2      |
| Ins.      | 3. Insurance .....                             |        |
| P. S.     | 2. Citizenship .....                           | 2      |
| P. S.     | 6. Election Methods and Systems .....          | 1      |
| P. S.     | 7. Political Parties and Party Machinery ..... | 1      |
| Eng.      | 42. } English .....                            | 2      |
| Eng.      | 3. Foreign Language .....                      | 3      |
| P. E.     | 2. Physical Education .....                    | 2      |
|           | Elective in History .....                      | 3      |

## JUNIOR YEAR.

|       |                                                         |   |
|-------|---------------------------------------------------------|---|
| P. S. | 13. Administration .....                                | 2 |
| P. S. | 4. City Government and City Problems, or } .....        | 2 |
| P. S. | 11. American Diplomacy in Europe and the Orient } ..... | 2 |
| Hist. | 5. English Constitutional History, or } .....           | 3 |
| Hist. | 21. Rise of the British Empire } .....                  | 3 |
| Eng.  | 21. Argumentation .....                                 | 2 |
|       | English Literature .....                                | 2 |
|       | Foreign Language .....                                  | 3 |
| P. E. | 3. Physical Education .....                             | 2 |

*Suggested Electives.*

|           |                               |   |
|-----------|-------------------------------|---|
| P. S.     | 18. Public Finance .....      | 2 |
| F. and A. | 10. Corporation Finance ..... | 3 |

## SENIOR YEAR.

|           |                                        |   |
|-----------|----------------------------------------|---|
| P. S.     | 5. Labor Legislation .....             | 2 |
| P. S.     | 9. International Law .....             | 2 |
| F. and A. | 2. Advanced Accounting .....           | 3 |
| Soc.      | 3. Race Problems and Criminology ..... | 2 |
| P. E.     | 4. Physical Education .....            | 2 |

Hours.

*Suggested Electives.*

|           |     |                                               |   |         |
|-----------|-----|-----------------------------------------------|---|---------|
| F. and A. | 8.  | Banking, or                                   | } | ..... 3 |
| F. and A. | 12. | Private Finance                               |   |         |
| G. and I. | 7.  | Manufacturing Industries of the United States |   | .. 3    |
| B. L.     | 4.  | Railway Law                                   |   | ..... 2 |
|           |     | English Literature                            |   | ..... 2 |

## MANUFACTURING INDUSTRY.

The management of industrial plants is becoming highly systematized. The principles and practice of efficiency are rapidly being put in form suitable for study.

In preparation for manufacturing industry special attention is given to the industrial plants in the neighborhood of Philadelphia and to such subjects as cost keeping, factory organization, credit, labor management, chemistry, factory legislation, and the relation of industry to railroads, the banks and the Government. The following grouping of studies is recommended:

Chemistry (1) must be taken in the Freshman year.

## SOPHOMORE YEAR.

Hours.

|           |     |                                                        |           |
|-----------|-----|--------------------------------------------------------|-----------|
| G. and I. | 2.  | Industrial Districts of the United States              | ..... 3   |
| G. and I. | 7.  | Manufacturing Industries of the United States          | .. 3      |
| C. and T. | 5.  | Railway Transportation                                 | ..... 2   |
| Chem.     | 11. | Organic Chemistry, or F. and A. 2, Advanced Accounting | ..... 3   |
| Eng.      | 3.  | English Composition                                    | } ..... 2 |
| Eng.      | 42. | English Literature                                     |           |
|           |     | History                                                | ..... 3   |
| P. E.     | 2.  | Physical Education                                     | ..... 2   |

*Suggested Electives.*

|           |    |                                                    |         |
|-----------|----|----------------------------------------------------|---------|
|           |    | Foreign Language                                   | ..... 3 |
| B. L.     | 1. | Business Law                                       | ..... 3 |
| F. and A. | 2. | Advanced Accounting, or Chem. 11—Organic Chemistry | ..... 3 |

## JUNIOR YEAR.

|           |    |                                                       |           |
|-----------|----|-------------------------------------------------------|-----------|
| G. and I. | 8. | Industrial Management                                 | ..... 2   |
| F. and A. | 2. | Advanced Accounting                                   | ..... 3   |
| F. and A. | 7. | Money and Credit                                      | ..... 3   |
|           |    | Advanced English Composition, or                      | } ..... 1 |
|           |    | Public Speaking                                       |           |
|           |    | Foreign Language                                      | ..... 3   |
| P. S.     | 5. | Labor Legislation, or                                 | } ..... 2 |
| P. S.     | 2. | Citizenship                                           |           |
| Ins.      | 5. | Fire, Marine, etc., Insurance, or F. and A. 8—Banking | ..... 3   |
| P. E.     | 3. | Physical Education                                    | ..... 2   |



*Suggested Electives.*

Hours.

|           |     |                                                        |   |
|-----------|-----|--------------------------------------------------------|---|
| P. S.     | 4.  | City Government and City Problems .....                | 2 |
| Soc.      | 3.  | American Social Problems .....                         | 2 |
| Econ.     | 4.  | Advanced Economics .....                               | 2 |
| Chem.     | 13. | Industrial Chemistry .....                             | 2 |
| G. and I. | 5.  | Economic and Political Geography of the Far East ..... | 2 |

## SENIOR YEAR.

|           |     |                                    |   |
|-----------|-----|------------------------------------|---|
|           |     | Foreign Language .....             | 3 |
| G. and I. | 9.  | Field Work in Industry .....       | 2 |
|           |     | History .....                      | 2 |
| F. and A. | 15. | Advertising .....                  | 3 |
| F. and A. | 5.  | Practical Accounting Systems ..... | 2 |
| Soc.      | 1.  | Introduction to Sociology .....    | 2 |
| P. E.     | 4.  | Physical Education .....           | 2 |

*Suggested Electives.*

|           |     |                                                 |   |
|-----------|-----|-------------------------------------------------|---|
| Econ.     | 5.  | English Civilization .....                      | 2 |
| F. and A. | 10. | Corporation Finance .....                       | 3 |
| G. and I. | 6.  | Resources and Industries of South America, or } | 2 |
| C. and T. | 2.  | Organization of International Commerce }        |   |
| P. S.     | 4.  | City Government and City Problems .....         | 2 |
|           |     | Logic—Debate—Public Speaking .....              | 2 |
| F. and A. | 16. | Salesmanship .....                              | 2 |

## REAL ESTATE.

For the benefit of those students who intend to prepare for the Real Estate business or who expect to own and manage real property, a special group of studies has been arranged. Finance and Accounting 7—Money and Credit—is required in the Freshman year of all students electing this group.

## SOPHOMORE YEAR.

Hours.

|           |     |                                |   |
|-----------|-----|--------------------------------|---|
| Eng.      | 42. | Nineteenth Century Novelists } | 2 |
| Eng.      | 3.  | Composition }                  |   |
|           |     | Foreign Language .....         | 3 |
| B. L.     | 2.  | Advanced Business Law .....    | 3 |
| F. and A. | 2.  | Advanced Accounting .....      | 3 |
| F. and A. | 15. | Advertising .....              | 3 |
| F. and A. | 10. | Corporation Finance .....      | 3 |
| P. E.     | 2.  | Physical Education .....       | 2 |

*Suggested Electives.*

|           |    |                                                  |   |
|-----------|----|--------------------------------------------------|---|
|           |    | History .....                                    | 3 |
| G. and I. | 7. | Manufacturing Industries of the United States .. | 3 |

## JUNIOR YEAR.

|           |     |                                 | Hours. |
|-----------|-----|---------------------------------|--------|
| F. and A. | 13. | Real Estate .....               | 3      |
| Ins.      | 5.  | Fire Insurance .....            | 2      |
| F. and A. | 16. | Salesmanship .....              | 2      |
|           |     | History .....                   | 2      |
| Soc.      | 1.  | Introduction to Sociology ..... | 2      |
|           |     | Foreign Language .....          | 3      |
| P. E.     | 3.  | Physical Education .....        | 2      |

*Suggested Electives.*

|      |    |                          |   |
|------|----|--------------------------|---|
|      |    | English Literature ..... | 2 |
| Ins. | 2. | Brokerage .....          | 2 |

## SENIOR YEAR.

|           |     |                                         |   |
|-----------|-----|-----------------------------------------|---|
| F. and A. | 14. | Advanced Real Estate .....              | 2 |
| Ins.      | 6.  | The Law and Practice of Insurance ..... | 2 |
| P. S.     | 4.  | City Government and City Problems ..... | 2 |
|           |     | Sociology .....                         | 2 |
|           |     | History .....                           | 2 |

*Suggested Electives.*

|       |     |                          |   |
|-------|-----|--------------------------|---|
| Econ. | 4.  | Advanced Economics ..... | 2 |
| P. S. | 19. | Secretarial Work .....   | 3 |

## CIVIC WORK.

The large civic and social organizations require men trained in political and economic questions to take up their practical work. This is virtually a new career for university men, and one which leads to important positions both in and outside of the public service. A special grouping of studies has been arranged for this work.

## SOPHOMORE YEAR.

|       |     |                                 | Hours. |
|-------|-----|---------------------------------|--------|
| B. L. | 2.  | Advanced Business Law .....     | 3      |
| P. S. | 2.  | Citizenship .....               | 2      |
| P. S. | 5.  | Labor Legislation .....         | 2      |
| P. S. | 18. | Public Finance .....            | 2      |
| Econ. | 4.  | Advanced Economics .....        | 2      |
| Soc.  | 1.  | Introduction to Sociology ..... | 2      |
| Eng.  | 42. | } English .....                 | 2      |
| Eng.  | 3.  |                                 |        |
|       |     | Foreign Language .....          | 3      |
| P. E. | 2.  | Physical Education .....        | 2      |

## JUNIOR YEAR.

|           |     |                                             |   |
|-----------|-----|---------------------------------------------|---|
| P. S.     | 19. | Secretarial Work .....                      | 3 |
| Soc.      | 3.  | Race Problems and Criminology .....         | 2 |
|           |     | History .....                               | 2 |
|           |     | Foreign Language .....                      | 3 |
| P. S.     | 6.  | Election Methods and Systems .....          | 1 |
| P. S.     | 7.  | Political Parties and Party Machinery ..... | 1 |
| F. and A. | 2.  | Advanced Accounting .....                   | 3 |
| P. S.     | 13. | Administration .....                        | 2 |
| P. E.     | 3.  | Physical Education .....                    | 2 |
|           |     | Electives .....                             | 3 |

## SENIOR YEAR.

|       |                                            | Hours. |
|-------|--------------------------------------------|--------|
| P. S. | 4. City Government and City Problems ..... | 2      |
| Soc.  | 4. Advanced Sociology .....                | 2      |
|       | English Literature .....                   | 2      |
| Soc.  | 5. Social and Vital Statistics .....       | 2      |
|       | History .....                              | 2      |
| P. E. | 4. Physical Education .....                | 2      |

*Suggested Electives.*

|           |                                                     |   |
|-----------|-----------------------------------------------------|---|
| F. and A. | 7. Money and Credit .....                           | 3 |
| G. and I. | 7. Manufacturing Industries of the United States .. | 3 |
| C. and T. | 5. Railway Transportation .....                     | 2 |

## SECRETARIAL WORK.

Chambers of Commerce and other trade bodies, employers' associations, manufacturers', railway and other clubs require men with higher commercial education and a knowledge of methods of organization and business practice. A similar type of man is also in demand as private secretary to corporation managers and business executives in many fields. These positions bring young men into close personal relationship with the directing heads of enterprises of all kinds. The following group of studies is offered:

## SOPHOMORE YEAR.

|           |                                 | Hours. |
|-----------|---------------------------------|--------|
| P. S.     | 19. Secretarial Work .....      | 3      |
| F. and A. | 2. Advanced Accounting .....    | 3      |
| C. and T. | 5. Railway Transportation ..... | 2      |
| F. and A. | 7. Money and credit .....       | 3      |
| Eng.      | 42. English .....               | 2      |
| Eng.      | 3. Foreign Language .....       | 3      |
| P. E.     | 2. Physical Education .....     | 2      |

*Suggested Electives.*

|       |                      |   |
|-------|----------------------|---|
| Ins.  | 3. Insurance .....   | 3 |
| P. S. | 2. Citizenship ..... | 2 |

## JUNIOR YEAR.

|           |                                                     |   |
|-----------|-----------------------------------------------------|---|
| P. S.     | 5. Labor Legislation .....                          | 2 |
| F. and A. | 10. Corporation Finance .....                       | 3 |
| P. S.     | 4. City Government and City Problems .....          | 2 |
| G. and I. | 7. Manufacturing Industries of the United States .. | 3 |
|           | Foreign Language .....                              | 3 |
|           | History .....                                       | 3 |
| P. E.     | 3. Physical Education .....                         | 2 |

*Suggested Electives.*

|           |                           |   |
|-----------|---------------------------|---|
|           | Logic and Ethics .....    | 1 |
| F. and A. | 13. Real Estate .....     | 3 |
| F. and A. | 12. Private Finance ..... | 3 |

## SENIOR YEAR.

|           |     |                                          | Hours. |
|-----------|-----|------------------------------------------|--------|
| G. and I. | 8.  | Industrial Management .....              | 2      |
| F. and A. | 15. | Advertising .....                        | 3      |
| Ins.      | 1.  | Stock and Produce Exchange Markets ..... | 3      |
| C. and T. | 3.  | Ocean Transportation .....               | 2      |
| Soc.      | 1.  | Introduction to Sociology .....          | 2      |
|           |     | History .....                            | 2      |
| P. E.     | 4.  | Physical Education .....                 | 2      |

*Suggested Electives.*

|           |    |                            |   |
|-----------|----|----------------------------|---|
| F. and A. | 8. | Banking .....              | 2 |
| Econ.     | 5. | English Civilization ..... | 2 |
|           |    | Sociology .....            | 2 |
|           |    | Psychology .....           | 1 |
|           |    | History .....              | 2 |

## TRANSPORTATION AND COMMERCE.

Railway and Water Transportation enterprises now offer careers of great attractiveness and influence; the relation of these enterprises to the Government, the magnitude of the economic questions involved and the growing public interest in problems of transportation make a thorough special study of this field necessary. Students who expect to enter such enterprises are advised to arrange their courses according to the following outline:

## SOPHOMORE YEAR.

|           |          |                                                 | Hours. |
|-----------|----------|-------------------------------------------------|--------|
| C. and T. | 5.       | Railway Transportation .....                    | 2      |
| C. and T. | 1.       | The Business of Commerce .....                  | 3      |
| G. and I. | 2.       | Industrial Districts of the United States ..... | 3      |
| Eng.      | 3.       | } English .....                                 | 2      |
| Eng.      | 42.      |                                                 |        |
|           |          | Foreign Language .....                          | 3      |
| Hist.     | 7 or 6A. | History .....                                   | 3      |
| C. and T. | 4.       | History and Economics of American Commerce..    | 2      |
| P. E.     | 2.       | Physical Education .....                        | 2      |

*Suggested Electives.*

|       |    |                             |   |
|-------|----|-----------------------------|---|
| B. L. | 2. | Advanced Business Law ..... | 3 |
| P. S. | 5. | Labor Legislation .....     | 2 |

## JUNIOR YEAR.

|           |    |                                              |   |
|-----------|----|----------------------------------------------|---|
| C. and T. | 6. | Railway Traffic and Rates .....              | 2 |
| C. and T. | 3. | Ocean Transportation .....                   | 2 |
| Ins.      | 1. | Stock and Produce Exchange Markets .....     | 3 |
| B. L.     | 4. | Railway Law .....                            | 2 |
| F. and A. | 7. | Money and Credit .....                       | 3 |
| C. and T. | 2. | Organization of International Commerce ..... | 2 |
|           |    | Foreign Language .....                       | 3 |
|           |    | Sociology .....                              | 2 |
| P. E.     | 3. | Physical Education .....                     | 2 |

*Suggested Electives.*

|           |    |                           | Hours. |
|-----------|----|---------------------------|--------|
| Econ.     | 4. | Advanced Economics .....  | 2      |
| F. and A. | 2. | Advanced Accounting ..... | 3      |

## SENIOR YEAR.

|           |          |                                          |   |
|-----------|----------|------------------------------------------|---|
| C. and T. | 7.       | Railway Finance and Administration ..... | 2 |
| C. and T. | 8.       | Railway Operation .....                  | 2 |
| C. and T. | 9.       | Electric Railway Transportation .....    | 2 |
| F. and A. | 10.      | Corporation Finance .....                | 3 |
| P. S.     | 19.      | Secretarial Work .....                   | 3 |
|           | 4 or 18. | History .....                            | 2 |
| P. E.     | 4.       | Physical Education .....                 | 2 |

*Suggested Electives.*

|       |    |                               |   |
|-------|----|-------------------------------|---|
| P. S. | 2. | Citizenship .....             | 2 |
| B. L. | 3. | Third Year Business Law ..... | 2 |

## AGRICULTURAL ECONOMICS.

The recent realization that agriculture is a most scientific group of industries has led to the creation of several new callings that are demanding men faster than they can be found. Chief among these new positions is that of the County Demonstration Agent. These men need to be versed in agriculture to stimulate production, but it is equally important that they lead the way to better methods of marketing, rural organization and finance. The Wharton School of Finance and Commerce is especially equipped to train men for this part of the Demonstration and Marketing work.

Graduates of agricultural and other colleges accepted in the Graduate School of the University are admitted to the Senior class of the Wharton School and graduated upon the completion of a satisfactory thesis and eighteen hours of work selected with the consent of an adviser from among the following courses:

|           |         |                                                        | Hours. |
|-----------|---------|--------------------------------------------------------|--------|
| F. and A. | 1 or 2. | Accounting .....                                       | 3      |
| C. and T. | 5.      | Railway Transportation .....                           | 2      |
| F. and A. | 15.     | Advertising .....                                      | 3      |
| F. and A. | 16.     | Salesmanship .....                                     | 2      |
| G. and I. | 2.      | Industrial Districts of United States .....            | 3      |
| F. and A. | 7.      | Money and Credit .....                                 | 3      |
| F. and A. | 8.      | Banking .....                                          | 3      |
| Econ.     | 1.      | Political Economy .....                                | 3      |
| G. and I. | 10.     | Thesis Course (Rural Organization and Marketing) ..... | 1      |
| G. and I. | 11.     | Economics of Agriculture .....                         | 1      |
| G. and I. | 8.      | Industrial Management .....                            | 2      |
| Soc.      | 7.      | Rural Sociology .....                                  | 1      |



## TWO YEARS' SPECIAL COURSE IN ACCOUNTING AND FINANCE.

This course is offered for older students who are prevented from spending the full four years necessary for a degree. The academic requirements for admission are the same as those to the regular course. The special course includes the following subjects:

### FIRST YEAR.

| No.         | Subject.                  | Hours<br>per<br>week. |
|-------------|---------------------------|-----------------------|
| F. and A. 1 | Accounting .....          | 3                     |
|             | or                        |                       |
| F. and A. 2 | Advanced Accounting ..... | 3                     |
| G. and I. 7 | American Industry .....   | 3                     |
| Econ. 1     | Political Economy .....   | 3                     |
| B. L. 1     | Business Law .....        | 3                     |
| F. and A. 7 | Money and Credit .....    | 3                     |
| P. S. 1     | Government .....          | 3                     |
| Eng. 1      | } English .....           | 4                     |
| Eng. 30*    |                           |                       |
| Eng. 40*    |                           |                       |
| Phys. Ed. 1 | Physical Education .....  | 2                     |

\*Either Eng. 30 or Eng. 40 may be deferred until Sophomore year.

### SECOND YEAR.

| No.          | Subject.                           | Hours<br>per<br>week. |
|--------------|------------------------------------|-----------------------|
| F. and A. 10 | Corporation Finance .....          | 3                     |
| F. and A. 2  | Advanced Accounting .....          | 3                     |
|              | or                                 |                       |
| F. and A. 5  | Practical Accounting Systems ..... | 2                     |
| F. and A. 6  | C. P. A. Course .....              | 2                     |
| Ins. 3       | Insurance .....                    | 3                     |
| F. and A. 8  | Banking .....                      | 3                     |
| F. and A. 13 | Real Estate .....                  | 3                     |
| B. L. 2      | Advanced Business Law .....        | 3                     |
| G. and I. 8  | Industrial Management .....        | 2                     |
| Eng. 42†     | } English .....                    | 2                     |
| Eng. 3       |                                    |                       |
| Eng. 43†     |                                    |                       |
| Phys. Ed. 2  | Physical Education .....           | 2                     |

†One term subject.

Those wishing to prepare for the Certified Public Accountant examination may either enter with credit (or advanced standing) for the practical accounting work which they may have already completed, or they may take the elementary work as prescribed above, and add a third year of preparation for the State Board Examination. It is advisable that the applicant should confer with the Faculty as early as possible in order that his studies may be arranged according to the requirements of the State Board, either in Pennsylvania or in any other State.

The Certified Public Accountant laws and State Board Examination questions of the principal States are on file in the Department of Accounting in the Wharton School and are used to guide the student in preparing for his examination.

On satisfactory completion of this course no degree is conferred, but a certificate of proficiency is awarded. It is strongly recommended that if possible the full Regular Course towards a degree be taken rather than a special or partial course.

### SUMMARY AND DESCRIPTION OF COURSES.

The subjects of instruction offered in the Wharton School\* are numbered and arranged under the following heads:

| Subject.                          | Abbreviation. |
|-----------------------------------|---------------|
| Business Law .....                | B. L.         |
| Commerce and Transportation ..... | C. and T.     |
| Economics .....                   | Econ.         |
| Finance and Accounting .....      | F. and A.     |
| Geography and Industry .....      | G. and I.     |
| Insurance .....                   | Ins.          |
| Political Science .....           | P. S.         |
| Sociology .....                   | Soc.          |

### BUSINESS LAW.

**BUSINESS LAW 1.** *Introductory Course.*—Elementary principles of law relating to the more common business transactions with special reference to the following: Requirements of a contract; the formation, operation, interpretation and discharge of contracts. Damages. The law of agency. Freshman group subject. Three hours. Both terms. Three units. ASSISTANT PROFESSOR PIERSON, MR. CALLENDER, MR. LEWIS, MR. OTT, MR. RAINE, MR. SHERTZ.

**BUSINESS LAW 2.** *Advanced Business Law.*—Partnership articles; rights and liabilities of partners; special and limited partnerships, formation, management and dissolution, merger and consolidation of corporations; rights and liabilities of stockholders, directors and

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\*For college subjects open to Wharton School students, see the General Catalogue.

officers. Practical problems. Prerequisites, Business Law 1, Sophomore standing. Three hours. Both terms. Three units. ASSISTANT PROFESSOR SULLIVAN.

BUSINESS LAW 3. *Third Year Business Law*.—Legal problems which confront the business man. The law of negotiable instruments. The law of bankruptcy. Remedies open to creditors and others whose rights have been invaded. Prerequisites, Business Law 1, Junior standing. Two hours. Both terms. Two units. ASSISTANT PROFESSOR PIERSON, MR. RAINE.

BUSINESS LAW 4. *Railway Law*.—The legal relation of railways to the public, to each other, and to the shipper. Recent State and Congressional legislation and the judicial interpretation thereof. Prerequisites, Commerce and Transportation 5, Business Law 1, Junior standing. Two hours. Both terms. Two units. ASSISTANT PROFESSOR PIERSON, MR. RAINE.

### COMMERCE AND TRANSPORTATION.

COMMERCE AND TRANSPORTATION 1. *The Business of American Commerce*.—Part I: Commercial markets for (1) manufactures and minerals; (2) farm products. Methods of selling. Transportation, facilities and costs. Domestic markets; prices; foreign markets. Part II: Government aid to commerce. Prerequisites, Geography and Industry 1 or 2 or 3, Sophomore standing. Three hours. Both terms. Three units. ASSISTANT PROFESSOR G. G. HUEBNER.

COMMERCE AND TRANSPORTATION 2. *Organization of International Commerce*.—The organization of the ocean-carrying trade; line traffic, charter traffic, ocean trade routes and coaling stations. Theory and development of trade centres. Commercial activities within the trade center. International payments and balance of trade. Prerequisites, Geography and Industry 1 or 2, Junior standing. Two hours. Both terms. Two units. PROFESSOR SMITH.

COMMERCE AND TRANSPORTATION 3. *Ocean Transportation*.—Relations of ocean carriers with each other and the public, and of government aid and regulation of ocean commerce and transportation; also canal, river and lake transportation. Johnson's *Ocean and Inland Water Transportation*. Prerequisite, Sophomore standing. Two hours. Both terms. Two units. ASSISTANT PROFESSOR G. G. HUEBNER.

COMMERCE AND TRANSPORTATION 4. *History and Economics of American Commerce*.—The geographic, economic and social causes of commercial changes and trade progress are explained. Prerequisites, Geography and Industry 1 or 2 or 3, Junior standing. Two hours. Both terms. Two units. DR. VAN METRE.

COMMERCE AND TRANSPORTATION 5. *Railway Transportation*.—American railway system, the several branches of railroad service, and the question of public aid and control. Electric railway transportation is also briefly studied. Johnson's *American Railway Transportation*. Prerequisites, Geography and Industry 1 or 2 or 3, Sophomore standing. Two hours. Both terms. Two units. PROFESSOR JOHNSON, ASSISTANT PROFESSOR G. G. HUEBNER, and DR. VAN METRE.

COMMERCE AND TRANSPORTATION 6. *Railway Traffic and Rates*.—Traffic service of railways—steam and electric. Students are provided with a topical outline of the course, which is given partly by lecture and partly as a seminary course. Prerequisites, Commerce and Transportation 5, Geography and Industry 1 or 2 or 3, Junior standing. Two hours. Both terms. Two units. PROFESSOR JOHNSON.

COMMERCE AND TRANSPORTATION 7. *Railway Finance and Administration*.—Organization and main activities of the several departments of railway service—executive, financial, legal, accounting, operating, and traffic. Administrative phases of railroad finance. Prerequisites, Commerce and Transportation 5, Geography and Industry 1 or 2, Junior standing. Two hours. Both terms. Two units. ASSISTANT PROFESSOR G. G. HUEBNER.

COMMERCE AND TRANSPORTATION 8. *Railway Operation*.—The main topics considered are the organization of the operating department, handling of freight, terminal operations, movement of trains, electrification of terminals and line, car efficiency, and labor problems. Prerequisites, Commerce and Transportation 5, Geography and Industry 1 or 2, Junior standing. Two hours. Both terms. Two units. DR. VAN METRE.

COMMERCE AND TRANSPORTATION 9. *Electric Railway Transportation*.—Traffic and financial problems of city, suburban and interurban electric railways. Sources and character of city traffic, problems of elevated and subway lines; capitalization and earnings of city properties; the possibilities of competition with steam lines, etc. Prerequisites, Commerce and Transportation 5, Senior standing. Two hours. Both terms. Two units. ASSISTANT PROFESSOR CONWAY.

## ECONOMICS.

ECONOMICS 1. *Political Economy*.—An introductory course, designed to give an elementary knowledge of modern economic theories and problems. Reports, and readings on current questions. Students in the College are not admitted to this course. Prerequisite, Freshman standing. Three hours. Both terms. Three units. DR. NEARING.



ECONOMICS 3. *Public Economy*.—The tariff and international trade, the trust problem with especial reference to governmental control, economic aspects of trade unionism. Prerequisites, Sophomore standing, Economics 1 or 2. Two hours. Both terms. Two units. DR. JONES.

ECONOMICS 4. *Advanced Economics*.—Designed primarily as an introduction to social philosophy. Mill's *Political Economy* is used as a central point from which to trace the development of doctrine both before and since Mill's time. Prerequisites, Junior standing, Economics 1 or 2. Two hours. Both terms. Two units. PROFESSOR MCCREA.

ECONOMICS 5. *English Civilization*.—Social progress of England during the last three centuries. Facts in regard to each great industrial epoch, and their influence on national life, thought and activity are considered. Prerequisite, Senior standing. Two hours. Both terms. Two units. PROFESSOR PATTEN.

ECONOMICS 6. *Economic Readings*.—This is a graduate course open to Seniors only in exceptional cases. The course is so organized that in one year the theories of the classical economists are considered, and in the next those of recent economists. Prerequisites, Senior standing, Economics 1 or 2, and Economics 4. Two hours. Both terms. Two units. PROFESSOR MCCREA.

ECONOMICS 7. *Business Statistics*.—A study will be made of the elementary principles of statistics such as will afford the student a knowledge of methods of collecting, compiling and analyzing statistical data and will enable him to avoid the ordinary pitfalls of statistical interpretation. This will be followed by a study of various kinds of data of use to the business world, as bank clearings, money movements, crop reports, visible supply tables, commodity and security price quotations, railway traffic and revenue statistics. The methods of compiling these and their use in interpreting business conditions will be studied and a careful survey will be made of different systems of forecasting business conditions. The work will consist of lectures, assigned readings, the preparation of charts and the presentation of reports in class on assigned topics. Prerequisite, Senior standing. Two hours. Both terms. Two units. DR. MUDGETT.

## FINANCE AND ACCOUNTING.

FINANCE AND ACCOUNTING 1. *Elementary Accounting*.—Principles of debit and credit as applied to the keeping of single entry and double entry books, preparation of simple balance sheets and loss and gain statements, the process of closing the ledger. The course



also includes a discussion of partnership accounts, accruals, and columnar books with the use of controlling accounts. Freshman Group Subject. Three hours. Both terms. Three units. MR. MACFARLAND, MR. BUDD, MR. CAMERON, MR. TATOR, MR. ROSSHEIM.

FINANCE AND ACCOUNTING 2. *Advanced Accounting*.—Principles of higher accounting, including the use of columnar books, revenue accounts, depreciation, bad and doubtful debts, etc. Accounts in insolvency and the process employed in liquidating a business concern. Corporation stock. Books are considered as is also the preparation of consolidated balance sheets and income accounts. Prerequisite, Sophomore standing. Three hours. Both terms. Three units. ASSISTANT PROFESSOR MOXEY, MR. MACFARLAND, MR. CAMERON, MR. BUDD.

FINANCE AND ACCOUNTING 3. *Cost Keeping*.—This course includes a discussion of the place occupied by cost accounting in the field of general accounting and the relation of the cost records to the general commercial books of a business. Lectures on the handling of material, the handling of direct labor cost and the calculation and distribution of the overhead expenses. Class discussion and lecture work are supplemented by exercises illustrative of the principles involved. Prerequisite, Junior standing. Two hours. First term. One unit. ASSISTANT PROFESSOR MOXEY.

FINANCE AND ACCOUNTING 4. *Auditing*.—Instruction relative to the qualifications, duties and responsibilities of the public auditor, the procedure in the proper conducting of an audit including the handling of the details involved. The detection of defalcations forms part of the discussion, together with an explanation of the necessary remedies tending towards the minimizing of the chances for errors and fraud. Prerequisite, Junior standing. Two hours. Second term. One unit. ASSISTANT PROFESSOR MOXEY.

FINANCE AND ACCOUNTING 5. *Practical Accounting Systems*.—Description and explanation of the accounting systems employed by various types of business, including the accounts of municipalities and those required by executors and administrators. Lectures supplemented by Certified Public Accountant problems. Prerequisites, Finance and Accounting 2, Junior standing. Open to Graduate Students. Two hours. Both terms. Two units. ASSISTANT PROFESSOR MOXEY.

FINANCE AND ACCOUNTING 6. *Certified Public Accountant Course*.—This course is a special quiz course for those students who have taken Finance and Accounting courses 1, 2, and 5, and covers in review the whole field of accounting with special emphasis on the requirements for the Certified Public Accountant examina-

tion. Lectures, supplemented by student reports on assigned topics. Prerequisites, Finance and Accounting 2 and 5, Junior standing. Two hours. Both terms. Two units. ASSISTANT PROFESSOR MOXEY.

FINANCE AND ACCOUNTING 7. *Money and Credit*.—This course lays the foundation for the more advanced courses in finance. Among the topics considered are the following: the importance and the principles of sound money; the gold standard; the monetary system of the United States; the treasury; the national banking system; the national bank note; state banking; the bank statement and the significance of banking statistics; the principles of foreign exchange and the effect of foreign exchange operations upon banking conditions. A large part of the year is occupied with a study of the Federal Reserve Act and its operation. Prerequisite, Sophomore standing. Three hours. Both terms. Three units. ASSISTANT PROFESSOR CONWAY, DR. PATTERSON, MR. TATOR, MR. ANDERSON.

FINANCE AND ACCOUNTING 8. *Banking*.—A study of the theory and practice of banking. The national bank. Organization; deposits, checks, clearing note issues. Loans, commercial credit, examination of business statements, endorsement, collateral, foreign exchange, note brokers, investments, banking finance supervision and regulation, obligations of officers and directors, civil and criminal liabilities, causes of bank failures. Prerequisites, Finance and Accounting 7, Junior standing. Three hours. Both terms. Three units. PROFESSOR MEAD.

FINANCE AND ACCOUNTING 9. *Investments*.—Nature, methods and laws of investment, and of the relation of speculation to investment. Relative merits of railway stocks, bonds, farm mortgages, street railways, gas and water securities, municipal and county bonds, etc., as investments. Prerequisites, Finance and Accounting 7, 8 and 10, Junior standing. Three hours. Both terms. Three units. PROFESSOR MEAD.

FINANCE AND ACCOUNTING 10. *Corporation Finance*.—Financial methods peculiar to railroad and industrial corporations; special advantages of the several financial methods that may properly be employed. Methods employed in the financiering of trusts. Follows Finance and Accounting 7. Prerequisites, Finance and Accounting 7, Junior standing. Three hours. Both terms. Three units. PROFESSOR MEAD.

FINANCE AND ACCOUNTING 11. *Panics and Depressions*.—A brief examination of early financial depressions, followed by a more careful analysis of the disturbances of the nineteenth century; speculation and over-investment, and government finances; corrective measures. (Omitted 1914-15.) Prerequisites, Finance and Accounting 7, Sophomore standing. Two hours. Both terms. Two units.

FINANCE AND ACCOUNTING 12. *Private Finance*.—Financial organization and management of business enterprises. Duties of the financial department; organization of the credit department; principles governing the extension of mercantile credit and the relation between the business house and the banks. (Omitted 1914-15.) Prerequisites, Finance and Accounting 7, Sophomore standing. Three hours. Both terms. Three units.

FINANCE AND ACCOUNTING 13. *Real Estate*.—Legal and business problems connected with the sale, purchase and management of real property. The law and practice relating to titles, mortgages and ground rents, and the consideration of particular classes of real estate. Prerequisites, Finance and Accounting 7, Junior standing. Three hours. Both terms. Three units. ASSISTANT PROFESSOR CONWAY, MR. TATOR, MR. STOYLE.

FINANCE AND ACCOUNTING 14. *Advanced Real Estate*.—The basis of land values; the economic causes of city growth; the effect of city planning, transportation and natural conditions on city growth and city land values; central and local retail store districts; office buildings; wholesale and manufacturing properties; urban residential properties; the operative builder; appraisalment of land and buildings; depreciation of different types of buildings; suburban real estate; real estate investing, management, brokerage and advertising. Prerequisites, Finance and Accounting 13, Senior standing. Two hours. Both terms. Two units. ASSISTANT PROFESSOR CONWAY, MR. STOYLE.

FINANCE AND ACCOUNTING 15. *Advertising*.—Methods practiced in the organization and conduct of the selling branch of industrial and merchandising business. Publicity, agency, advertising, correspondence. Prerequisites, Geography and Industry 7, Sophomore standing. Three hours. Both terms. Three units. MR. HESS.

FINANCE AND ACCOUNTING 16. *Salesmanship*.—The principles of salesmanship are considered from three viewpoints: that of the salesman, of the buyer, and of the business system. Prerequisite, Junior standing. Two hours. Both terms. Two units. MR. HESS.

FINANCE AND ACCOUNTING 17. *Monetary and Banking Problems*.—Theories of money and credit, currency and banking problems. Monetary standards; advantages and disadvantages of the gold standard. Monetary history of different countries, especially of the United States. Banking systems of the world. Present proposals for banking and currency reform in the United States. Prerequisites, Finance and Accounting 7, Junior standing. Two hours. Both terms. Two units. DR. PATTERSON.

FINANCE AND ACCOUNTING 18. *The Construction of Advertising Campaigns*.—First, an intensive analysis of the advertising possibilities of an article or proposition selected by the student. His selection is to be along the line of his intended work after leaving college. The second phase of the work consists in a consignment and an intensive analysis of specific problems now confronting the advertiser. The final work of the student consists in a completed advertising campaign. Prerequisites, Finance and Accounting 15, Junior standing. Two hours. Both terms. Two units. MR. HESS.

### GEOGRAPHY AND INDUSTRY.

GEOGRAPHY AND INDUSTRY 1. *Economic Resources*.—(a) Fundamental natural resources, their importance, uses, location, present and future supplies, and their conservation as it affects the industrial community. (b) Type regions, showing fundamental physical influences affecting economic development in type localities such as California, Iowa, England, Spain, China, Colombia. Prerequisite, Freshman standing. Two hours. Both terms. Two units. PROFESSOR SMITH, MR. ROORBACH, MR. WILLITS, MR. TAYLOR.

GEOGRAPHY AND INDUSTRY 2. *Industrial Districts of the United States*.—The United States as a place in which men live and make a living. The country is divided into economic districts, each of which is studied in its resources and industries, showing the causes of our enormous domestic commerce and the basis of our foreign trade. Prerequisites, Geography and Industry 1, Sophomore standing. Three hours. Both terms. Three units. MR. WILLITS.

GEOGRAPHY AND INDUSTRY 3. *Economic and Political Geography of Europe*.—A regional study of Europe and Africa. Physical features, climate and resources, influencing industrial, social and political developments. Commercial relations of the United States, present and prospective. Detailed study of Great Britain, Germany, Russia. Prerequisites, Geography and Industry 1, Sophomore standing. Two hours. Both terms. Two units. MR. ROORBACH.

GEOGRAPHY AND INDUSTRY 4a. *Land Forms*.—A study of land forms, their origin and characteristics, with special reference to their influence upon man and industries. A few field excursions will be taken. (Omitted 1914-15.) Prerequisite, Sophomore standing. Two hours. First term. One unit. MR. ROORBACH.

GEOGRAPHY AND INDUSTRY 4b. *Climate and Its Economic Influences*.—The different types of climate and their influence upon human activities. The relation of climate to the distribution of population, to occupations, to resources, transportation and commerce, history, diseases, acclimatization, etc. (Omitted 1914-15.)



Prerequisite, Sophomore standing. Two hours. Second term. One unit. MR. ROORBACH.

GEOGRAPHY AND INDUSTRY 5. *Economic and Political Geography of the Far East*.—A course for Asia similar to that outlined for Europe. (See Course 3.) Emphasis is put upon the study of China, Japan, India and the Philippine Islands. Designed primarily for students interested in the political problems and commercial development of the Orient. Prerequisites, Geography and Industry 1, Sophomore standing. Two hours. Both terms. Two units. MR. ROORBACH.

GEOGRAPHY AND INDUSTRY 6. *Resources and Industries of South America*.—A study of the economic resources of the continent of South America, Mexico, and Central America. The geographic basis of the industries and trade of each country with special reference to commercial relations with the United States. Prerequisites, Geography and Industry 1, Sophomore standing. Two hours. Both terms. Two units. MR. ROORBACH.

GEOGRAPHY AND INDUSTRY 7. *Manufacturing Industries of the United States*.—Lectures, readings, and frequent visits to industrial plants in Philadelphia. An examination of mechanical power; coal industry and trade; water power; and the leading manufacturing industries. Special attention is given to the iron and steel industry. Prerequisites, Geography and Industry 1, Sophomore standing. Three hours. Both terms. Three units. MR. KEIR.

GEOGRAPHY AND INDUSTRY 8. *Industrial Management*.—A study of manufacturing organizations; individual, partnership and corporate enterprise. Systems of shop management and wage payment. Cost factors and manufacturing policy. Prerequisites, Geography and Industry 7, Junior standing. Open to Graduate Students. Two hours. Both terms. Two units. PROFESSOR SMITH.

GEOGRAPHY AND INDUSTRY 9. *Field Work in Industry*.—A study of conditions in industry by inspection of shop and factory. Arrangement of plant, transportation facilities, the handling of raw material, and the organization both of accounting and of manufacture. Prerequisites, Geography and Industry 2, 7 and 8, Junior standing. Open to Graduate Students. Two hours. Both terms. Two units. MR. KEIR.

GEOGRAPHY AND INDUSTRY 10. *Thesis Conference*.—This course is designed for special students in agricultural economics. Its object is to train the student in methods of investigation, so that he may be able to grasp the problems of the community he may be called upon to serve. In 1914-15 especial attention will be given to the investigation of coöperative enterprises in agriculture. One hour. Both terms. One unit. PROFESSOR SMITH.



GEOGRAPHY AND INDUSTRY II. *The Economics of Agriculture.*—The attitude of economic theory towards agriculture. Agriculture as an industry and as a business. Capital, credit, and accounting. The organization of the agricultural interests; national, state, and private organization. Prerequisite, Sophomore standing. Two hours. Second term. One unit. MR. BYE.

### INSURANCE.

INSURANCE 1. *Stock and Produce Exchange Markets.*—The benefits rendered by exchanges to the business community; organization of exchanges; types of brokers; types of securities bought and sold; kinds of contracts and orders used; nature and use of "future" contracts; warehouse systems; listing of securities; transferring of securities; the various clearing house systems used; the manner of conducting broker's transactions; the important legal principles underlying the business; the sources of market news explained; prices of securities and produce and an explanation of the factors which make prices. Prerequisite, Sophomore standing. Three hours. Both terms. Three units. PROFESSOR HUEBNER.

INSURANCE 2. *Brokerage.*—Lectures, assignments and research work in the brokering of stocks, bonds, notes, money, foreign exchange and produce. This course is open only to those who have had the course on Stock and Produce Exchange Markets, or who can satisfy the instructor of having had sufficient preparation. Prerequisite, Junior standing. Open to Graduate Students. Two hours. Both terms. Two units. PROFESSOR HUEBNER.

INSURANCE 3. *Insurance.*—A general course dealing with (1) the underlying principles, (2) the important practices, and (3) the principal legal phases of life, fire, marine, employers' liability, fidelity and corporate surety, title, and credit insurance. Designed for those who wish to know only the chief principles and practices of the insurance business for practical assistance in their future business undertakings. Prerequisite, Sophomore standing. Three hours. Both terms. Three units. PROFESSOR HUEBNER, DR. MUDGETT.

INSURANCE 4. *Life Insurance.*—A consideration of the following: Underlying principles of the business; kinds of companies and associations and their organizations; methods of agency organization; a detailed study of the different kinds of policies issued by old line companies, with sufficient emphasis upon their actuarial basis to assist in a clear and careful analysis of their meaning and uses; a study of actual contracts now issued, and a comparison of the same; loading; the reserve; the surplus; surrender values; policy loans; other forms of personal insurance, such as fraternal and as-

assessment insurance. Lectures, assignments and class reports. Report work gives an opportunity for intensive study of selected topics. Prerequisite, Sophomore standing. Open to Graduate Students. Two hours. Both terms. Two units. DR. MUDGETT.

INSURANCE 5. *Fire, Marine, Fidelity, Surety, Title, and Credit Insurance*.—A consideration of the following: Functions of each kind of insurance; policy contracts used; the mortgage clause; kinds of companies and their organization; agency; analysis of policy conditions; other insurance; contribution; special agreements and endorsements; the re-insurance reserve; co-insurance; the making of rates; assignment of policies; state regulation of companies; underwriters' associations and their work; fire prevention, etc. Prerequisite, Sophomore standing. Open to Graduate Students. Two hours. Both terms. Two units. PROFESSOR HUEBNER.

INSURANCE 6. *Casualty Insurance*.—This course will cover insurance against personal injury and disability and liability therefor. Following a discussion of the development of the law of employers' liability, the principles underlying workmen's compensation will be considered, together with the working out of those principles in compensation schemes; including experience under present laws, industrial accidents and their prevention, classification of risks, policy contracts, and the method of arriving at premiums. The relief and pension schemes of leading railways and industrial corporations will be taken up, as well as accident and invalidity insurance as carried on by private corporations, the government, and mutual societies. Lectures, assigned readings, reports. Prerequisite, Junior standing. Two hours. Both terms. Two units. MR. BLANCHARD.

INSURANCE 7. *The Law and Practice of Insurance*.—An advanced course designed for those who have taken courses 4 and 5. The course is also open to students who have had Insurance 1 upon consultation with the Instructor. Lectures, assignments and research work. Opportunity is given for special investigation in those branches of insurance which members of the class may wish to choose as a profession. Prerequisites, Insurance 4 or 5, Junior standing. Open to Graduate Students. Two hours. Both terms. Two units. PROFESSOR HUEBNER.

### POLITICAL SCIENCE.

POLITICAL SCIENCE 1. *Government*.—Practical operation of the Federal and State Governments; the work of the Government in promoting the business and social interests of the people. How public opinion may be formed and brought to bear on Government action. Prerequisite, Freshman standing. Three hours. Both terms. Three

units. PROFESSOR YOUNG, DR. KING, MR. BARNES, MR. TANGER, MR. MAXSON, MR. MILNER, MR. SCHNADER.

POLITICAL SCIENCE 2. *Citizenship; Federal and State*.—Acquisition and loss of citizenship. Protection of the rights of citizenship. The distinction between State and Federal citizenship. Protection to foreigners residing in the United States. Status of inhabitants of newly acquired territory. Prerequisites, Political Science 1, Sophomore standing. Two hours. Both terms. Two units. PROFESSOR ROWE, MR. MAXSON.

POLITICAL SCIENCE 3. *Diplomatic and Consular Procedure and Practice*.—A. *Diplomatic Service*. Development and organization of the State Department; requirements, etc., of the Diplomatic Service. B. *Consular Service*. Requirements, duties, etc., of the Consular Service. Prerequisite, Sophomore standing. Two hours. Both terms. Two units. ASSISTANT PROFESSOR BALLAGH.

POLITICAL SCIENCE 4. *City Government and City Problems*.—A comparative study of city government in Europe and the United States. Changes in political and social conditions accompanying the rise of the modern city, relation of the municipality to quasi-public works. The social activities of the municipality. Prerequisites, Political Science 1, Junior standing. Two hours. Both terms. Two units. DR. KING.

POLITICAL SCIENCE 5. *Labor Legislation*.—Labor conditions from the standpoint of the employer. Organization of the union; strikes, boycotts, etc. Methods used by employers to combat the union. Recent use of the injunction. United States laws and State legislation. Prerequisites, Economics 1 or 2, Political Science 1, Business Law 1, Sophomore standing. Two hours. Both terms. Two units. PROFESSOR YOUNG.

POLITICAL SCIENCE 6. *Election Methods and Systems*.—Methods of representation, including the proportional system; ballot; national, state and local election systems; primaries; agencies of public opinion, direct legislation. Prerequisites, Political Science 1, Sophomore standing. Two hours. Second term. One unit. DR. KING.

POLITICAL SCIENCE 7. *Political Parties and Party Machinery*.—Place of political parties in our system, their history, organization and work. Prerequisites, Political Science 1, Sophomore standing. Two hours. First term. One unit. DR. KING.

POLITICAL SCIENCE 8. *Legislative and Administrative Problems*.—Typical problems in the administration, organization and procedure of governments; budgetary practice and procedure; standardization; efficiency tests; practice and procedure in statute making; legislative reference bureaus; judicial interpretation of statutes; practice in drawing statutes on subjects before current legislative bodies. Pre-

requisite, Junior standing. Open to Graduate Students. Two hours. Both terms. Two units. DR. KING.

POLITICAL SCIENCE 9. *International Law*.—Evolution of the rules of international law. The laws of peace and war with reference to the special problems connected with them. Growth of the "European Concert" and of the primacy of the United States in American affairs. Law of neutrality. Prerequisites, Political Science I, Junior standing. Open to Graduate Students. Two hours. Both terms. Two units. PROFESSOR ROWE.

POLITICAL SCIENCE 10. *The Law of War*.—Nature and source of the law of war. Opposing tendencies of the Great States and the Small States as affected by the development of neutral rights. Blockade, contraband, unneutral service, and the seizure of private property at sea. Codification of the law of war, and the London Naval Conference. Prerequisite, Junior standing. Two hours. Both terms. Two units.

POLITICAL SCIENCE 11. *American Diplomacy in Europe and the Orient*.—The development of the diplomatic relations of the United States with the countries of Europe, the Near East and the Far East. Prerequisites, Political Science I, Junior standing. Two hours. Both terms. Two units. ASSISTANT PROFESSOR BALLAGH.

POLITICAL SCIENCE 13. *Administration*.—The organization and practice of national and state administrative systems. The law governing the selection, removal, rights and duties of officers. Prerequisite, Senior standing. Open to Graduate Students. Two hours. Both terms. Two units. ASSISTANT PROFESSOR BALLAGH.

POLITICAL SCIENCE 14. *Comparative Governments*.—The governments of the United States, England, Germany, France, Switzerland, giving emphasis to the present tendency in the making of constitutions, working of the party system, and powers of the legislative, executive and judiciary. (Omitted 1914-15.) Prerequisites, Political Science I, Junior standing. Two hours. Both terms. Two units.

POLITICAL SCIENCE 15. *The United States and Latin America*.—The present international situation in Central and South America. Development and application of the Monroe Doctrine. Relation of the Latin-American countries to one another and to the United States. Prerequisites, Political Science I, Junior standing. Two hours. Second term. One unit. PROFESSOR ROWE.

POLITICAL SCIENCE 17. *Readings in Political Science*.—Lectures, reports, and discussions on the literature of the subject. Prerequisite, Senior standing. Open to Graduate Students. Two hours. Both terms. Two units. ASSISTANT PROFESSOR BALLAGH.



POLITICAL SCIENCE 18. *Public Finance*.—A study of public expenditures, revenues, debts, and financial administration. Special attention is given to federal, state and local conditions within the United States, with numerous illustrations from foreign experience. Emphasis on current problems. Prerequisite, Junior standing. Two hours. Both terms. Two units. DR. PATTERSON.

POLITICAL SCIENCE 19. *Secretarial Work*.—Designed to prepare students for secretarial positions and to make them immediately useful in business work. The student is given instruction in stenography, business methods and customs, office organization and management, commercial correspondence, etc. (Omitted 1914-15.) Prerequisite, Freshman standing. Three hours. Both terms. Two units. MR. MILNER.

### SOCIOLOGY.

SOCIOLOGY 1. *Introduction to Sociology*.—Influence of physical environment, racial factors, and economic opportunities on population, industry, politics. Social progress and its physical, psychological, economic and cultural foundations. Prerequisite, Sophomore standing. Two hours. Both terms. Two units. ASSISTANT PROFESSOR LICHTENBERGER.

SOCIOLOGY 2. *American Social Problems*.—Efforts to restore social-debtor classes and individuals to social efficiency. Problems of pauperism and public and private agencies dealing with the classes studied; development and administration of charities and forward social movements. Prerequisites, Sociology 1, Junior standing. Two hours. Both terms. Two units. PROFESSOR KELSEY.

SOCIOLOGY 3. *Race Problems and Criminology*.—A. The tide of immigration. Economic and social problems. The Negro, Indian and Chinese problems. The future of the American race. B. Crime and the criminal. Classical and positive schools of criminology. Criminal procedure—courts, judge, lawyers, jury, verdict. Juvenile courts. Criticism of existing legal machinery. Penology—ideas of punishment, jails, penitentiaries, reformatories. The Elmira system. Indeterminate sentence and probation. Visits to courts, jails, etc. Prerequisites, Sociology 1, Junior standing. Two hours. Both terms. Two units. ASSISTANT PROFESSOR LICHTENBERGER.

SOCIOLOGY 4. *Advanced Sociology*.—The newer biology and its effects upon our ideas of physical heredity. Physical and social environment of man. Social development as affected by nature. Institutions of the Indians and the early Teutons. Theories about society from Aristotle to the present day. Present social institutions. Prerequisites, Sociology 1, Junior standing. Two hours. Both terms. Two units. PROFESSOR KELSEY.



**SOCIOLOGY 5. *Social and Vital Statistics.***—This course prepares the student to collect, arrange, and make practical use of the most important material in the fields of economic and sociological research. Prerequisites, Sociology 1, Junior standing. Open to Graduate Students. Two hours. Both terms. Two units. DR. NEARING.

**SOCIOLOGY 6. *Sociological Field Work.***—Actual social conditions and methods employed in the care of dependent and delinquent classes. The course consists largely of trips to various institutions for social betterment in and near the city, supplemented by class work and reports. Prerequisites, Sociology 1, Junior standing. Two hours. Both terms. Two units.

**SOCIOLOGY 7. *Rural Sociology.***—A study of the social problems of country districts in America arising out of the changed conditions of industry and make-up of population. The effect of the development of newer sections of the country, of the development of great cities and the development of city ideas in contrast with the old country ideas. Two hours. First term. One unit. PROFESSOR KELSEY.

### SOME METHODS OF WORK.

#### RESEARCH.

The student's efficiency after graduation depends not so much upon mere information and fact knowledge as upon his ability to use and direct his information for definite results. It is, therefore, the aim in all courses to encourage individual research and original essay work in order to place the student upon his own resources and to train him in the analysis and use of material. Much emphasis is placed upon self-reliance and thoroughness in methods of work. In addition to the usual class discussions frequent visits are made to the chief manufacturing and commercial enterprises in Philadelphia and its environs. The city is a great laboratory for the study of practical business conditions, and its merchants, railway men, manufacturers and financiers always lend their hearty co-operation in the study of practical conditions.

#### ATHLETICS.

This phase of university life is under special supervision by the University authorities. Every student is obliged to take a moderate amount of physical culture regularly throughout the year. This may be in the Gymnasium, in which two hours of work are required weekly, or the student may substitute his work on some athletic team for the gymnasium requirement, provided such work is regularly certified by the team manager and approved by the Department of Physical Education. Such substitution is allowed only during that part of the year in which the team actually practices. The branches

of sport organized at the University cover the widest possible scope of athletics including football, baseball, crew, track, etc.; special attention is also given to the so-called minor sports such as tennis, lacrosse, swimming, wrestling, boxing, fencing, and numerous others.

### DEBATING.

A business man is often placed in a position where he must convince others. He must present both facts and arguments in an orderly and telling way. To do this calls for training and practice. At no period of a man's life may this training be so readily secured as in college. It is for this reason that special emphasis is laid upon Debating in the Wharton School. Students entering the School are urged to participate actively in debating. Ample facilities are offered,—the Philomathean and Zelosophic Literary Societies, the Intercollegiate Debates and interclass contests, and other less formal meetings all provide opportunity for this exercise. Regular class instruction in Debating is offered in the English Department.

### STUDENT ACTIVITIES.

#### ADVANTAGES OF COLLEGE LIFE.

The advantages of college life at a large university are twofold: First, the many friendships and acquaintances formed in the midst of a community of five thousand men from all parts of the world; these friendships often prove most helpful in after life. Second, the important training which a young man secures in co-operating with other men in the various student societies, clubs and associations. The number of these clubs at Pennsylvania has grown until they now cover every legitimate, healthful interest of a young man of college age.\* It is advisable that a student entering the University should take part actively in at least one, and if possible, several of these societies. The religious organizations, the athletic teams and crews, the intercollegiate debating teams and societies, the literary associations, the musical clubs, the fraternities, the Mask and Wig, and the various social organizations all help to build up the character and to broaden the interests of the student. This influence is strengthened by the Dormitory life† and the Houston Club, the latter being a general club where the students of all the departments of the University meet in common. At the same time, the requirements of a regular amount of physical culture exercise in the gymnasium, supplements the development of each individual on his physical side.

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\*A list of these organizations may be had upon application.

†A pamphlet, describing the Dormitories, may be had without charge, on application to W. O. Miller, Bursar.

### VALUE OF STUDENT SOCIETIES.

Furthermore, each student society has its Business Manager, its President, Secretary and Executive Committee, and the young men who aspire to these places secure a training of large value in the management of the society's affairs. They thus acquire the ability to meet and cope with practical problems of a business nature, and to mold and influence the opinions of their fellow-men.

### FRATERNITIES.

The common impression of fraternities is that they are the frequent cause of wasted time and dissipation. Much as this may have been true of the past, all of the principal fraternities are now actively engaged in helping their members in scholastic work and even requiring them to conform to reasonable standards of excellence. Forty-six fraternities are represented at the University of Pennsylvania and membership in these bodies may be heartily recommended to the best of students.

### THE HONOR SYSTEM.

The Wharton Association, composed of the students in the Wharton School, conducts the Honor System in all quizzes and examinations in the School. On each examination paper the Honor Pledge is signed by the student and must be scrupulously followed in both letter and spirit. It requires him not to give or receive aid during the examination. A student who violates his pledge is tried by the Honor Committee of the Association and if convicted, is advised to retire from college. If he refuses to do so, he is certified to the college authorities for official action. It has been the general testimony of students taking work under both the Honor System and the old method that the student acquires a much more thorough knowledge of his subjects under the Honor plan, because he is forced to rely upon his own resources. The system has also greatly increased the cordiality of the relations between the Faculty and the student body.

### RELIGIOUS LIFE.

The Christian Association and other religious bodies in the University take an active part in all student interests. Besides the weekly service on Sunday morning in the Houston Club, numerous Bible classes are held and the students of all religious denominations are invited by the surrounding churches, in the neighborhood of the University, to attend their services. The Association conducts a Settlement and a Summer camp for the Settlement children; the students of all departments and religious beliefs are invited to take part in this practical and helpful work.

## STUDENT EMPLOYMENT.

As a rule it is advisable for a student of limited means not to undertake outside work until his second or Sophomore year; the Freshman year should be concentrated more exclusively upon his studies, the selection of his friends and acquaintances and upon learning the methods of work and general conditions which obtain in a great university. It is, therefore, wiser to defer outside employment to the second year. A Student's Employment Bureau has been organized at the Houston Club of the University and full information upon opportunities for employment may be obtained from this Bureau.

## RELATIONS BETWEEN FACULTY AND STUDENTS.

The Wharton School faculty has devoted special attention to the development of close personal relations between professor and student. This is secured in several ways; the classroom instruction is rendered as informal as possible in order to promote discussion. After each lecture the classes are divided into small sections in order to give freer opportunity for questions and interchange of opinions. Outside the classroom each member of the faculty appoints numerous consultation hours, particularly at the beginning of the year, in order that students may be encouraged to bring their personal affairs and perplexities for solution. Care is taken to see that new students become acquainted with each other and with members of the faculty. A reception is tendered to the Freshman class by the older students in the Wharton Association in October, in November the Provost gives his annual reception to the Freshman classes of the entire University and after the midyears the Wharton School faculty holds one or more social meetings with the student body. Throughout the college year the Dean sets aside two hours daily for private conference with individual students. In these ways it is sought to bring the student both officially and informally into the closest personal relation with the teaching staff.

## GRADUATE COURSES.

College graduates are admitted to post-graduate work in all the subjects covered by the Wharton School curriculum. For such careers as that of government expert, special investigator, head of a civic or philanthropic institution, teacher, etc., a scientific training may be obtained. Upon satisfactory completion of the necessary amount of work in the Graduate School, the degrees of Master of Arts and Doctor of Philosophy respectively are conferred.

## COMMERCIAL TEACHERS.

Special facilities are offered to commercial teachers who desire to secure a training particularly adapted to advancement in that field.



Arrangements may be made to pursue courses for either the undergraduate or post-graduate degrees with special reference to such subjects as geography, transportation and commerce, industry, accounting, finance, commercial law, economics and civics. The opportunities in this field have grown far beyond the available supply of men, and there are constantly on file, at the University, a number of applications from commercial high schools for college-trained men, qualified to fill desirable positions.

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## **FINANCIAL OBLIGATIONS AND DORMITORIES.**

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### **REGULATIONS GOVERNING PAYMENTS.**

The following regulations governing the payment of fees, rents, charges, and deposits have been adopted by the Trustees of the University of Pennsylvania, subject to change at their discretion.

I. **MATRICULATION FEE:** In the department where a matriculation fee is charged, that fee shall be paid by all new students, whether previously registered in another department or not.

II. **TUITION FEE:** All fees for tuition, laboratory, dissection and materials are charged for the year and payable in two equal instalments. The first payment shall be made upon date of registration, and the second payment, which becomes due February first, shall be made within one week of that date. A student entering after February first shall pay all charges upon registering.

III. **GYMNASIUM AND HOUSTON CLUB FEE:** This fee shall be paid by all male students, excepting those in the Graduate School, Evening School of Finance and Accounts, College Courses for Teachers, Summer School, and special students taking post-graduate work in the Schools of Medicine, Dentistry and Veterinary Medicine. Students in these courses may, however, obtain these privileges upon payment of the fee. Instruction in gymnastics, free use of the gymnasium apparatus and pool, and full membership privileges in the Houston Club are covered by this fee, which is payable in two equal instalments when tuition fees are due.

IV. **DORMITORY RENTS AND CHARGES:** Rents are due and payable one-half October 1 and one-half February 1. If the lease is signed after October 1, the first half is due when the lease is signed, and the second half is due February 1. If signed after February 1, the entire rent is due when the lease is signed. Charges are due as they are incurred.



V. GRADUATION FEES: Graduation and certificate fees are due May 15.

VI. DEPOSITS: Every student shall, upon entering the University, make a deposit of an amount required in the course in which he registers, to cover loss, damage, or breakage of University property, library fines, or any charge not paid by the student in some other way. A student whose deposit is by charges against it reduced to one-half its original amount or less shall be required to pay a sum sufficient to restore the deposit to the original amount. A student entering another class or department shall make up his deposit to the amount required in that class or department, if the amount be larger, or may reduce his deposit if the amount be smaller. A student registering in two departments is required to pay a deposit in each. No deposit or balance remaining on a deposit shall be finally repaid to a student until he shall have been graduated, or shall have formally withdrawn from the University.

### FAILURE TO PAY.

If a student fails to pay his fees and other charges in accordance with the above regulations, his name is dropped from the University rolls and he is excluded from lectures, recitations, practical work and examinations until payment is made. The student will be held accountable for all absences incurred through the operation of this rule. If payment in full is not made within three weeks of the date upon which the charges become due, the student will be dropped from his class.

### WITHDRAWALS AND ALLOWANCES.

WITHDRAWALS: *Separate written notice must in all cases be given to the Dean and the Bursar at the time of withdrawal* if a student wishes to secure any of the allowances granted in special cases, as follows:

(1) A student who withdraws within one week of the date on which he registered may receive a return of the full amount of the tuition paid, but in no case will the matriculation fee be returned.

(2) A student who leaves the University for any cause, after the first week and within thirty days from the beginning of either the first or second term, will be entitled to a return of one-half of the term's fees.

(3) A student who, on account of illness or other physical disability, withdraws during the term will be entitled to a return of an amount which shall be such proportionate part of the entire tuition

fee as the number of weeks in which he is not in attendance bears to the number of weeks in the academic session, provided such proportionate part be not more than one-half of the term's fees.

(4) A student who withdraws after November 1, or March 1, of any year, for causes other than illness or physical disability, will be given no reduction in the term's fee.

Withdrawal from the University does not cancel a Dormitory lease. Whenever possible, a room given up will be re-rented, and a charge made only for that period in which the room is held in the lessee's name. Should no subsequent tenant be found, the lessee will be held responsible for the full year's rental.

**LEAVE OF ABSENCE:** The Dean of any faculty may, for good cause, grant a leave of absence to a student in good standing. No fees will be returned in such cases, but an allowance will be made upon the fees when the student re-enters the course, proportionate to the unexpired period of the session in which leave of absence was granted.

**REPEATING A YEAR:** A student who repeats his year will be required to pay the full tuition fee.

**SPECIAL STUDENTS:** \*Special students in any department will pay the full tuition fee of regular students in that department.

**CHANGING COURSES:** A student who is transferred during the year from one department to another shall pay in each department a fee proportionate to the length of attendance.

**LATE REGISTRATION AND ABSENCE:** Neither late registration nor absence during the term shall entitle the student to a reduction in fees, except where the student signifies in writing his intention not to take examinations or claim credit for the term's work. But a student registering in the Graduate School after November 1 shall be charged a fee proportionate to the period of attendance, unless full credit is allowed.

**RIGHT TO WITHDRAW OR GRADUATE:** No one shall be granted a certificate of withdrawal or be graduated who has not paid in full all his financial obligations to the University.

### PAYMENTS—CASHING STUDENTS' DRAFTS.

Payments due the University must be made in cash, or by certified cheque, bank draft, or postal money order, drawn for the exact amount due.

As an accommodation to students, the Bursar will cash at his office, 102 College Hall, bank drafts on Philadelphia or New York, and postal money orders, for not more than \$150.00.

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\*This regulation does not apply to Partial Course students, who in some departments are designated as "Special Students."

## DORMITORIES.

The dormitory buildings are in one continuous group surrounding two open courts; the most recent buildings are on two sides of what will in time be a third enclosed court. Lists of vacant rooms, prices and other information will be furnished by the Bursar of the University, Room 102, College Hall.

Rooms are of five classes, viz.: *triple suites*, consisting of bedrooms and study for three students; *double suites*, consisting each of two bedrooms and one study, for two students; *single suites*, consisting each of one study and one bedroom for one student; *double rooms*, which are large single apartments furnished for two students; and *single rooms*, of various sizes, each furnished for one student.

All rooms and halls are heated by steam and lighted by electricity. The buildings are on the "separate staircase" system, all doors opening into the courts. On every staircase, and (in nearly all the houses) on each floor, are lavatories, with hot and cold shower-baths, etc. Almost all the suites and double rooms, and many of the single rooms, have open fireplaces. The University supplies for each student the following furniture: a single bedstead, mattress, bureau, washstand, table, bookcase, chairs and toilet china.

Dormitory rooms may be engaged by present students in any department of the University, or by those intending to be students during the coming year, upon either of the following conditions:

(a) By paying in advance the full year's rental for the room desired, plus a deposit of ten dollars (\$10.00) to cover possible damage, any balance remaining to be returned when the room is finally given up.

(b) By filing with the application for a room a bond securing the full amount of the rent and charges; the printed form for the bond may be had upon application to the Bursar. When two students wish to occupy a room together, each must file a bond. The bond must be signed by two responsible property owners, of whom one must be a citizen of the United States. No student or officer of the University will be accepted as bondsman. The bond may not be signed by a married woman whose husband is living, and it is preferred that both sureties should be men.

Every student not previously a resident in the dormitories who files a bond with his application shall be required upon the signing of his lease to pay ten dollars (\$10.00). Twenty dollars (\$20.00) shall be paid by a student who alone leases a double room or double suite. This payment shall apply as a part payment on the first term's rent. In case the lessee desires to give up his room on or before the opening day of the University, he may do so by notifying the Bursar

in writing, and the bondsmen shall thereupon be released from further liability for the rental of the room, but the payment made at the signing of the lease shall be forfeited. A similar forfeit shall be deducted when a student who had engaged his room by making the full payment of rental and deposit in advance, as specified above, desires to give up his room. The balance due shall thereupon be returned to him.

Rents are payable in advance in two equal instalments, due October 1 and February 1, respectively. (For rules regulating payments see "Regulations Governing Payments.")

Although no preference in the assignment of rooms is given on account of length of residence at the University or in the dormitories, or on account of membership in any particular department of the University—except as hereinafter stated concerning the house set aside for students in the Graduate School—present occupants of the rooms, who intend to be matriculated as students in some department of the University during the academic year 1915-16, may engage their present rooms for that year by signing new room agreements. These must be filed with the Bursar not later than March 31, 1915. A room may not be leased in the spring by the present occupant, held until the fall, and transferred at that time to another student. If the room is to be re-assigned, it must be offered first to those on the "waiting list" for dormitory rooms at that time.

Other rooms for 1915-16 will be assigned by lot. A list of the rooms to be assigned will be ready for distribution on April 7, 1915. Applications from present students of the University in any department, or from those intending to be students during the year 1915-16, will be received until noon on April 26, 1915. Assignments will be made by lot. When the name of an applicant is drawn the *first* number on his list will, if possible, be assigned to him. But if that is already taken, the *second* number on his list will be assigned, if possible, and so on.

Assignments will be announced on April 27. Leases must be signed and the initial payment mentioned above must be made by May 8, 1915.

Any rooms remaining unassigned on April 29 will be assigned in the order in which applicants are received. When all the rooms have been assigned the Bursar will receive applications for places on the "waiting list." Rooms thrown open for re-assignment will be offered first to those on this list. All tenants must complete registration and show matriculation cards for the year 1914-15 at the dormitory office by October 7, 1914. The Graduate House, which has been set aside for the exclusive use of students in the Graduate School, adjoins the tower on the eastern side of the "Big Quad."



In addition to the rooms and suites of tenants, there is on the first floor a large reception room for general use. The method and terms of assignment of rooms in this house are the same as for other dormitory rooms, excepting that applications must be approved by the Dean of the Graduate School before assignments are made.

Attention is called to the following regulation of the Board of Deans with regard to the occupation of dormitory rooms by special and partial students :

"Except by special permission of the Provost, no special or partial student may be assigned to a room in the dormitories unless he is taking in the University fifty per cent. of the number of hours a week required of regular students in the department in which he is registered. When, however, the number of hours a week required of regular students in the department varies as between two or more classes, the hours required of a special or partial student to entitle him to be assigned to a room will be calculated upon the basis of hours required of regular students in that class in his department which is required to take the greatest number of hours a week. Regular students in the Graduate School who are not 'in residence,' in the sense of that term as defined in the rules of the department, are considered as falling within the class of 'special and partial students' as regards dormitory rooms."

"A student who holds a dormitory room loses his right to such room (1) when he ceases to be a student in any department of the University; (2) when he seriously infringes the rules regulating his conduct in the dormitories; (3) when, being a regular student, he becomes a special or partial student taking less than the number of hours required of such students as stated above; or when, being a special or partial student, he ceases to take the number of hours required of such students as above stated; and (4) when he or his room-mate ceases to occupy the room regularly."

In the assignment of a suite or double room, preference will be given to an application signed by two students who will use the room together. Two students wishing to apply for a room together should both sign an application for the room; such an application will be given two chances in the allotment, and any room drawn will be assigned to both the applicants. The University, however, reserves the right to cancel any assignment of a room if it is not duly claimed and occupied throughout the year by the student or students signing the application. Suspension or expulsion from the University, or serious infringement of the rules, will be considered sufficient grounds for the cancellation by the University of any lease. Subletting or exchange of rooms is not permitted. Voluntary withdrawal from the University does not of itself cancel a lease. The student



who wishes to withdraw after the opening day of the University should apply to the Bursar for the terms upon which his lease may be cancelled. The tenant is held for the full year's rent and charges; but when the room is vacated before the end of the college year, the bondsmen shall not be held responsible for the rent of the room for the rest of the year if the room is rented to another tenant.

If one of two room-mates is expelled or suspended, or so infringes University rules as to make his removal from the dormitories necessary, the other room-mate may have the room assigned to him by immediately signing a new application; provided that there are not two other students applying together for the room. Or he may hold the room by taking another room-mate, who must be qualified by filing an application and bond. If he fails to hold the room in one of these two ways the University may, after giving him notice, require him to vacate the room.

Rentals are for the full college year; that is, from the Saturday before the opening of the University to the Saturday after Commencement Day, inclusive. Occupancy of rooms during any time not included within the regular lease must be paid for as an extra charge. Rents include heat and all reasonable care of rooms, and also light, except in the Memorial Tower, Bodine, Robert Morris, and all houses east of Memorial Tower, in which the rooms are supplied with meters, tenants being charged according to the amount of light used. Additional service in the care of rooms must be paid for as extra, and must, in all cases, be performed by persons authorized by the University. Cooking of food in the rooms is strictly prohibited.

The Parietal Committee, appointed by the Trustees to have charge of the discipline of the dormitories, consists of the five Proctors, resident in the dormitories, and one other person, appointed by the Provost. The students in each house of the dormitories elect one of their number as a Representative, and these Representatives form a Board which meets regularly and acts with the Parietal Committee.





